

COMPANY NAME: **UNI-TECH PHILIPPINES INDUSTRIAL MACHINERY INC.**

COMPANY WEBSITE: <https://www.greephilippines.com.ph/>

COMPANY LOGO:



COMPANY TAGLINE: **AGREE FOR QUALITY**

JOB TITLE: **ADMIN STAFF**

DESCRIPTION:

- **GRADUATE OF BUSINESS ADMINISTRATION OR ANY RELATED COURSE**
- **GOOD WRITTEN AND VERBAL COMMUNICATION SKILLS**
- **KNOWLEDGE OF ACCOUNTING PROCEDURES**
- **WITH STRONG PERSONALITY SKILLS**
- **FRESH GRADUATES ARE WELCOME TO APPLY**

A promotional graphic for Gree Philippines. At the top, a blue banner reads 'DIRECT HIRING' in white. Below this, on the left, is a box titled 'BENEFITS' with a list of perks: HMO, 13th Month Pay, SL/VL (10 days), Staff House / Shuttle Service, Bereavement Assistance, Employee Discount, Opportunities for promotion, and Government Mandated Benefits. To the right of the benefits list is a QR code with the text 'Scan our QR Code to apply via Google form:' above it and 'Apply Now!' below it. On the far right is a cartoon character of a man in a blue uniform and cap, holding a megaphone. At the bottom left is the Facebook logo and '@GreeCareers'. At the bottom center is an email icon followed by the text 'You may also email your Resume/CV via: allysajoy.tijones.unitech@unitopph.com narissa.lindo.unitech@unitopph.com'. The Gree logo is visible on the character's uniform.