

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

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

COMPANY LOGO:



COMPANY TAGLINE: **AGREE FOR QUALITY**

JOB TITLE: **HR 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 poster for 'DIRECT HIRING' with a blue header. Below the header, the word 'BENEFITS' is written in large blue letters. To the left of 'BENEFITS' is a list of benefits with checkmarks: '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 list is a QR code with the text 'Scan our QR Code to apply via Google form:' above it and 'Apply Now!' below it. At the bottom left is a Facebook icon with the text '@GreeCareers'. At the bottom right is an email icon with the text 'You may also email your Resume/CV via: allysajoy.tijones.unitech@unitopph.com narissa.lindo.unitech@unitopph.com'. On the far right is a cartoon character of a man in a blue uniform and cap, holding a megaphone.

