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Condominium Administrative Officer

Egi City by the Sea

✓ With Business Certificates

Established in 1995

2-10 Employees

📍 Maribago, Lapu-Lapu City, Cebu

Category: **Admin / Office / Clerical**

Posted On: **August 26, 2010**

Accepting applications until September 11, 2010, Saturday

[View Applicants](#)

Job ID: 22224

Details

EGI CITY BY THE SEA Building 1 Condominium Unit Owner's Association, Inc. Maribago, Lapu-Lapu City 6015 **FOR IMMEDIATE HIRING**

CONDOMINIUM ADMINISTRATIVE OFFICER

Qualifications: - Male or Female, preferably single, age 25 to 30 years old - Graduate of Bachelor of Science in Office Administration or any related course - Computer literate - Good English communication skills (oral & written) - Preferably with hotel and condominium administrative experience - Can work with less supervision and have excellent leadership ability - With good moral character - Must be a resident of Lapu-lapu or Mandaue - Must have interpersonal skills - Fast Learner - Non-Smoker

Competitive pay offered to the successful candidate.

How to Apply

Only visible to you

Interested and qualified applicants may submit their application letter, comprehensive resume with 2 × 2 colored photo and TOR addressed to: **The General Manager Applied**

Expert Systems & Software, Inc. Suite 714 EGI City by the Sea, Maribago, Lapu-lapu City, 6015 Philippines Tel nos (6332) 495 2106, 233 0835

Applications for this jobs are now closed.

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