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Administrative Officer

APEXS, Inc. (Applied Expert Systems & Software, Inc.)

✔ With Business Certificates

Established in 1995

2-10 Employees

📍 Maribago, Lapu-Lapu City, Cebu

Category: **Admin / Office / Clerical**

Posted On: **July 9, 2009**
Accepting applications until July 24, 2009, Friday
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Job ID: 14488

Details

FOR IMMEDIATE HIRING APEXS, Inc. is the exclusive distributor of the following products: DriveRight & Weather Products (Davis Instruments USA), Parallax, Inc. (USA) and Teltonika GPS AVLТ (Lithuania). Apexs is also a manufacturer of vehicle speed monitoring products. Apexs, Inc. is now looking for professionals meeting the following requirement to be a part of our dynamic team. ADMINISTRATIVE OFFICER Qualifications: - Female or Male, preferably single, age 25 to 30 years old - Graduate of Bachelor of Science in Management Accounting or any related course - Computer literate - Good English communication skills (oral & written) - With three (3) years of work experience with related position - Can work with less supervision and have a leadership ability - With good moral character - Must be a resident of Lapu-lapu or Mandaue - Must have interpersonal skills - NON-SMOKER Competitive pay offered to the successful candidate. With performance and pay review every six months.

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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