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# Administrative Officer

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

✔ With Business Certificates

Established in 1995

2-10 Employees

📍 Maribago, Lapu-Lapu City, Cebu

Category: Admin / Office / Clerical

Posted On: February 9, 2010  
Accepting applications until February 25, 2010, Thursday  
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Job ID: 17605

## Details

### FOR IMMEDIATE HIRING

APEXS, Inc. is the exclusive distributor of the following products: DriveRight Vehicle Monitoring & VAntage Pro2 Weather Monitoring Products (Davis Instruments USA), Videx Inc. (USA) Parallax, Inc. (USA) and Teltonika GPS AVL (Europe). 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 pay review every six months**

## How to Apply

Only visible to you

Interested and qualified applicants may handcarry or send their application letter, comprehensive resume with 2 × 2 photo and TOR addressed to: The General Manager

Applied Expert Systems & Software Inc. Suite 714 EGI City By The Sea, Maribago, Mactan,  
Lapu-lapu City, Cebu, Philippines 6015 Tel No.: (6332) 495-2106, 233-0835

Applications for this jobs are now closed.

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