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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 / Data Entry, Real Estate**

Posted On: **June 10, 2013**

Accepting applications until June 13, 2013, Thursday

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Job ID: 61446

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) - 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 EGI CITY**

BY THE SEA 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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