

[< Back](#)

APEXS, INC.
Applied Expert Systems & Software, Inc.
We put technology to work for you

Condominium Administrative Officer

2 to 4 Years

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

✓ With Business Certificates

Established in 1995

2-10 Employees

📍 Suite 714 EGI City By The Sea, Maribago, Mactan, Lapu-Lapu City, Cebu

Category: **Operations**

Posted On: **November 1, 2014**

Accepting applications until November 07, 2014, Friday

[View Applicants](#)

Job ID: 97784

Details

APEXS, Inc. is the exclusive distributor of the following products: DriveRight Vehicle Safety and Vantage Pro2 Weather Monitoring products (Davis Instruments USA), Teltonika GPS products (Lithuania). **Apexs** is also a manufacturer of our own vehicle safety and monitoring products.

APEXS, Inc. is now looking for professionals meeting the following requirements to be a part of our dynamic team.

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

Minimum pay with merited increase 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.
[Click here to view similar jobs.](#)

