

ACCOUNTING OFFICER

JOB/POSITION SUMMARY

Under the general supervision of the Finance Manager, fulfills a variety of general accounting tasks related to the maintenance of books of accounts of the company; data entry on automated accounting system such as Suppliers Invoices, Purchase Orders, and Journal entries. Updates and maintains accounting records regularly. Processes Payroll and Schedules for Government Agencies. Ensure completion of monthly reconciliation schedule, verifying check vouchers, schedules and prepare financial reports. Provide relevant document to government agencies for any legal compliance. Timely submission of required reports and ensures accuracy and proper recording of transactions using appropriate accounts in accordance with generally accepted accounting principles and company established practices and procedures.

JOB/POSITION SPECIFICATIONS

- Female/Male, 25-30 years old
- Graduate of a four or five years Accounting major course preferably from a recognized educational college or university
- With at least 2 to 3 years related working experience in general accounting
- Ability to conduct analysis of account variances and significant changes
- Ability to analyze current processes and make recommendations for improvement
- Team player, able to work well in a fast-paced professional office environment
- Strong attention to details, highly organized, computer literate
- Strong communication and interpersonal skills
- Ability to work overtime and weekends when required

BOBCAT OPERATOR

JOB/POSITION SUMMARY

Performs duties as Bobcat Operator assigned in the Production Department which primarily assigned to Pack House Section activities and secondarily to Dryer Section, Grinding Section, etc.

JOB/POSITION SPECIFICATIONS

- Male, 25-40 years' old
- Have a driver's license –restrictions up to code 6 and compliance to drug testing policy are conditions of employment
- Have knowledge and experience to operate heavy equipment –dozer & pay loader
- High School Graduate or with 2 year course in College
- 3-5 years' experience in earthmoving companies is advantage
- Physically Fit and ability to work independently
- Working experience in the cement manufacturing process with emphasis in the Finish and Raw Milling areas is a plus

CHEMICAL ANALYST

JOB/POSITION SUMMARY

Under the general supervision of the Quality Manager. Responsible for test and analysis to determine the complete chemical characteristics of cement and raw materials

JOB/POSITION SPECIFICATIONS

- Female/Male, 20-35 years' old
- Licensed Chemist
- At least 2 years experience in cement manufacturing experience gained in the field of Quality Control
- Good technical knowledge on laboratory works
- Ability to analyze current processes and make recommendations for improvement
- Team player, able to work well in a fast-paced professional office environment
- Strong attention to details, highly organized, computer literate
- Strong communication and interpersonal skills
- Ability to work overtime and weekends when required
- Willing to work in Porac Pampanga

Company Driver

JOB/POSITION SUMMARY

The Company Driver is responsible for ensuring the proper maintenance of Company vehicles. Timely delivery and collection of written documents; safe delivery of staff to their respective destinations.

The Company Driver is required to conduct periodic checks of the company vehicles, and respond appropriately.

JOB/POSITION SPECIFICATIONS

- Safety First and Good Driving Habits Flexible and with excellent time management skills
- Possess current and valid Driver's License
- At least High School Graduate
- 25 to 35 years old
- Must have at least 3 year(s) of working experience in the related field Knowledge and experience in advanced troubleshooting is an advantage
- Must be familiar with Pampanga and Manila routes
- Knowledge in car mechanic and troubleshooting is an advantage
- Can read, write, speak and understand English language
- Smart and alert
- Willing to work long hours, flexible in work schedule, must be available even holidays
- Flexible and Innovative, with strong sense of responsibility
- Willing to work in Porac, Pampanga

Company Nurse

JOB/POSITION SUMMARY

The Human Resource Assistant is involved with all the programs and services of HR Department. It involves documenting personnel movements, grievances, retention, attendance, performance reports, and compensation and benefits information.

The Company Nurse is responsible for incorporating health promotion strategies to minimize accidents and teach workers about ways to be more responsible in the workplace. Coordinate health care services for injured workers and counsel workers about non-occupational injuries, as well as facilitate effective communication between injured workers and management. Ensure safety standards are met, and identify any potential safety hazards in the work environment.

JOB/POSITION SPECIFICATIONS

- Must be a Registered Nurse with at least two (2) years' experience in first aid treatment and HR/Administrative work
- Preferably with Basic Occupational Safety & Health (BOSH) training.
- With a Medical Background and knowledgeable about administering the right treatment
- Work experience in a plant set- up is an advantage
- Ability to perform a variety of specialized activities related to HR management, including administration, contracting and performance evaluation, monitoring of transactions, reporting
- Ability to handle sensitive information with discretion
- Results oriented and able to work within deadlines
- Flexibility and multi-tasking
- With good communication skills and the ability to objectively explain concepts, policies, and ideas to people with varying levels of knowledge
- Good-team player and ability to deliver positive results expeditiously
- Proficient in Microsoft Applications (Word, Excel, Power Point, Visio etc.)
- Applicant must be willing to work in Porac, Pampanga

Cost Accountant

JOB/POSITION SUMMARY

Under the general supervision of the Accounting Manager. Accountable for the analysis of process constraints, target costing projects, margin analysis, and tracing costs back to underlying activities. Conducts and monitors cost-effective data accumulation systems needed to provide an appropriate level of costing information to management.

JOB/POSITION SPECIFICATIONS

- Female/Male
- Certified Public Accountant
- With at least 3 years related working experience in Cost Accounting in a Manufacturing Environment
- Must have a strong Cost systems background and have excellent analytical skills; strong grasp of accounting principles.
- Team player, able to work well in a fast-paced professional office environment
- Strong attention to details, Strong focus on accuracy, highly organized
- Computer Literate – Strong Excel Skills - financial modeling and analytical techniques
- Excellent communication skills and high confidence in stating professional opinions
- Ability to work overtime and weekends when required

Dozer Operator

JOB/POSITION SUMMARY

Performs duties as dozer operator assigned in the production department that covers the following sections of the plant: dryer section, grinding section, etc.

JOB/POSITION SPECIFICATIONS

- Male, 25-40 years' old
- Have a driver's license –restrictions up to code 6 and compliance to drug testing policy are conditions of employment
- Have knowledge and experience to operate heavy equipment –dozer & payloader
- High School Graduate or with 2 year course in College
- 3-5 years' experience in earthmoving companies is advantage
- Physically Fit and ability to work independently
- Working experience in the cement manufacturing process with emphasis in the Finish and Raw Milling areas is an advantage

Forklift Operator

JOB/POSITION SUMMARY

Performs duties as Shift Production Engineer in charge of the operation and coordination among the following sections: Dryer Section, Pack house Section, Grinding Section, etc.

JOB/POSITION SPECIFICATIONS

- Male, 25-40 years' old
- Candidate must possess Bachelor's degree in Mechanical or Electrical engineering preferred or equivalent combination of education and experience
- 1-2 years' experience in cement manufacturing or completion of any related program
- Working knowledge and technical competency in the cement manufacturing process.
- Detailed knowledge about process equipment
- Proficient in use of mechanical systems, control systems and diagnostic skills.
- Prior project management experience is a plus.
- Strong attention to details, highly organized, strong leadership and effective communication skills.
- Ability to set and administer clear operating and production targets.
- Ability to make timely, critical decisions, often under conditions of uncertainty and stress.
- Ability to interact as a team member in a Total Quality environment.
- Applicants should be willing to work in Pampanga.

HR Assistant

JOB/POSITION SUMMARY

Under the supervision of the HR Supervisor, responsible in recruitment, records management, training activities, overseeing employee benefits, monthly reports, and other related functions per instruction of the immediate superior.

The Human Resource Assistant is involved with all the programs and services of HR Department. It involves documenting personnel movements, grievances, retention, attendance, performance reports, and compensation and benefits information.

JOB/POSITION SPECIFICATIONS

- Male 24-28 years' old
- Graduate of Psychology, Engineering or Business course
- With at least two (2) years' experience in the field of HR
- Trustworthy and open-minded
- Work experience in a plant set- up is an advantage
- Ability to perform a variety of specialized activities related to HR management, including recruitment, administration, contracting and performance evaluation, monitoring of transactions.
- Ability to handle sensitive information with discretion
- Results oriented and able to work within deadlines
- Flexibility and multi-tasking
- With good communication skills and the ability to objectively explain concepts, policies, and ideas to people with varying levels of knowledge
- Good-team player and ability to deliver positive results expeditiously
- Proficient in Microsoft Applications (Word, Excel, Power Point, Visio etc.)
- Applicant must be willing to work in Mandaluyong City for 6 months and after be transferred in Porac, Pampanga

HR Specialist

JOB/POSITION SUMMARY

Under the supervision of the HR Supervisor, responsible in recruitment, records management, training activities, overseeing employee benefits, monthly reports, and other related functions per instruction of the immediate superior. The Human Resource Assistant is involved with all the programs and services of HR Department.

JOB/POSITION SPECIFICATIONS

- Male 24-28 years' old
- Graduate of Psychology, Engineering or Business course
- With at least two (4) years' experience in the field of HR
- Trustworthy and open-minded
- Work experience in a plant set- up is an advantage
- Ability to perform a variety of specialized activities related to HR management, including recruitment, administration, contracting and performance evaluation, monitoring of transactions.
- Ability to handle sensitive information with discretion
- Results oriented and able to work within deadlines
- Flexibility and multi-tasking
- With good communication skills and the ability to objectively explain concepts, policies, and ideas to people with varying levels of knowledge
- Good-team player and ability to deliver positive results expeditiously
- Proficient in Microsoft Applications (Word, Excel, Power Point, Visio etc.)
- Applicant must be willing to work in Mandaluyong City for 6 months and after be transferred in Porac, Pampanga

HR Supervisor

JOB/POSITION SUMMARY

Under the supervision of the HR Manager, responsible in recruitment, records management, training activities, overseeing employee benefits, monthly reports, and other related functions per instruction of the immediate superior. The Human Resource Assistant is involved with all the programs and services of HR Department.

JOB/POSITION SPECIFICATIONS

- Female / Male 26-35 years' old
- Graduate of Psychology, Engineering or Business course
- With at least two (5) years' experience in the field of HR
- Trustworthy and open-minded
- Work experience in a plant set- up is an advantage
- Ability to perform a variety of specialized activities related to HR management, including recruitment, administration, contracting and performance evaluation, monitoring of transactions.
- Ability to handle sensitive information with discretion
- Results oriented and able to work within deadlines
- Flexibility and multi-tasking
- With good communication skills and the ability to objectively explain concepts, policies, and ideas to people with varying levels of knowledge
- Good-team player and ability to deliver positive results expeditiously
- Proficient in Microsoft Applications (Word, Excel, Power Point, Visio etc.)
- Applicant must be willing to work in Mandaluyong City for 6 months and after be transferred in Porac, Pampanga

Logistics Officer

JOB/POSITION SUMMARY

The Logistics Officer performs day to day logistics related activities to ensure safe and timely delivery of items ordered at the lowest possible cost.

Logistic Officer identifies and evaluates suppliers, arranges for transportation of purchased goods, identifies and develops strategies for addressing logistical barriers, monitors use of materials and resources, and ensures quality record keeping.

JOB/POSITION SPECIFICATIONS

- With at least three (3) years working experience in the related field
- Bachelor's Degree in Business Development or related courses
- Experience in working in a multi-national company is an advantage
- Excellent planning and organizational skills, with the ability to balance production and maintenance needs
- Able to work effectively under pressure and meet tight deadlines
- With strong negotiation skills
- Has good communication skills (both written and verbal)
- Good-team player and ability to deliver positive results expeditiously
- Proficient in Microsoft Applications (Word, Excel, Power Point, Visio etc.)
- Applicant must be willing to work in Porac, Pampanga

Millwright

JOB/POSITION SUMMARY

Millwrights install, replace, dismantle, and repair machinery and heavy equipment used in the construction site, according to layout plans, blueprints, or other drawings.

JOB/POSITION SPECIFICATIONS

- High School Diploma or Formal training through a Vocational or Technical School.
- Preferably with 1-2 years' experience
- Relevant Certifications (e.g. TESDA)
- Knowledge in hydraulics, vibration analysis, conveyor systems, electricity, computers, electronics, machining, and instruction in specific machinery and blueprint reading.
- Attention to Detail
- Manual Dexterity
- Physical Strength and Agility
- Physical Stamina
- Technical Skills and Mechanical aptitude
- Willing to work in Porac, Pampanga

Packhouse Roto-Packer Operator

JOB/POSITION SUMMARY

Performs duties as Packhouse Roto Packer Operator assigned in the Production Department that covers the following sections of the plant: Packhouse Section, Cement Silos, Bulk Withdrawal Section, Warehouse/Storage for cement in bags, etc.

JOB/POSITION SPECIFICATIONS

- Male/Female, 22-40 years' old
- At least High School Graduate, College Level Preferred
- At least 1-year working experience
- Willing to be trained and can effectively communicate information and respond to questions from various levels within the organization
- Can utilize tools and various equipment as needed to perform duties
- Have knowledge on basic safety rules in Manufacturing
- Must be dependable and team player
- Must be hardworking, flexible, patient & physically fit
- Willing to work in Shifting Schedule
- Applicants must be willing to work in Pampanga

Pay Loader Operator

JOB/POSITION SUMMARY

Performs duties as Payloader Operator assigned in the Production Department that covers the following sections of the plant: Dryer Section, Grinding Section, etc.

JOB/POSITION SPECIFICATIONS

- Male, 25-40 years' old
- Have a driver's license –restrictions up to code 6
- Have knowledge and experience to operate heavy equipment –dozer & payloader
- High School or College level
- 3-5 years' experience in earthmoving companies is advantage
- Working experience in the cement manufacturing process with emphasis in the Finish and Raw Milling areas is an advantage

Planning Engineer

JOB/POSITION SUMMARY

Performs duties as Planning Engineer assigned in the Production Department that covers the following sections of the plant: Dryer Section, Pack house Section, Grinding Section, etc.

JOB/POSITION SPECIFICATIONS

- Male, 25-40 years' old
- Candidate must possess Bachelor's degree in Mechanical or Electrical engineering preferred or equivalent combination of education and experience
- 3-5 years' experience in cement manufacturing or completion of any related program
- Working knowledge and technical competency in the cement manufacturing process.
- Detailed knowledge about process equipment
- Proficient in use of mechanical systems, control systems and diagnostic skills.
- Prior project management experience is a plus.
- Strong attention to details, highly organized, strong leadership and effective communication skills.
- Ability to set and administer clear operating and production targets.
- Ability to make timely, critical decisions, often under conditions of uncertainty and stress.
- Ability to interact as a team member in a Total Quality environment.
- Applicants should be willing to work in Pampanga.

Production Engineer Assistant Manager

JOB/POSITION SUMMARY

Performs duties as Production Engineer Assistant Manager assigned in the Production Department that covers the following sections of the plant: Dryer Section, Pack house Section, Grinding Section, etc.

JOB/POSITION SPECIFICATIONS

- Male, 25-40 years' old
- Candidate must possess Bachelor's degree in civil engineering preferred or equivalent combination of education and experience
- 3-5 years' experience in cement manufacturing or completion of any related program
- Working knowledge and technical competency in the cement manufacturing process.
- Detailed knowledge about process equipment
- Proficient in use of mechanical systems, control systems and diagnostic skills.
- Prior project management experience is a plus.
- Strong attention to details, highly organized, strong leadership and effective communication skills.
- Ability to set and administer clear operating and production targets.
- Ability to make timely, critical decisions, often under conditions of uncertainty and stress.
- Ability to interact as a team member in a Total Quality environment.
- Applicants should be willing to work in Pampanga.

QA / QC Officer

JOB/POSITION SUMMARY

Under the general supervision of the Quality Manager. Interact with process and product for quality optimization, conduct weekly mapping of raw materials, conduct monthly concrete testing to support customer satisfaction and optimize cement physical characteristics, technical services to customer and up kept the major laboratory equipment. Conducts root-cause analysis/investigation on out of range results. Oversees implementation of the quality system administration and for those activities related to control of product quality.

JOB/POSITION SPECIFICATIONS

- Female/Male, 20-35 years' old
- Licensed Chemical Engineer
- At least 5 years supervisory experience in cement manufacturing experience gained in the field of Quality Control
- Ability to analyze current processes and make recommendations for improvement
- Team player, able to work well in a fast-paced professional office environment
- Strong attention to details, highly organized, computer literate
- Strong communication and interpersonal skills
- Ability to work overtime and weekends when required
- Willing to work in Porac Pampanga

QA Sampler

JOB/POSITION SUMMARY

Under the general supervision of the QA/QC Analyst. Responsible for sampling from raw materials, in-process and finished product.

JOB/POSITION SPECIFICATIONS

- Male, 20-30 years' old
- At least College Undergraduate
- Good technical knowledge on laboratory works
- Team player
- Strong communication and interpersonal skills
- Ability to work overtime and weekends when required
- Willing to work in Porac Pampanga

QC Lead

JOB/POSITION SUMMARY

Under the general supervision of the Quality Manager. Responsible for all quality assurance jobs on all raw materials, in-process materials and finished products.

JOB/POSITION SPECIFICATIONS

- Female/Male, 20-30 years' old
- Licensed Chemical Engineer
- At least 2 years supervisory experience in cement manufacturing experience gained in the field of Quality Control
- Ability to analyze current processes and make recommendations for improvement
- Team player, able to work well in a fast-paced professional office environment
- Strong attention to details, highly organized, computer literate
- Strong communication and interpersonal skills
- Ability to work overtime and weekends when required
- Willing to work in Porac Pampanga

Shift Production Engineer

JOB/POSITION SUMMARY

Performs duties as Shift Production Engineer in charge of the operation and coordination among the following sections: Dryer Section, Pack house Section, Grinding Section, etc.

JOB/POSITION SPECIFICATIONS

- Male, 25-40 years' old
- Candidate must possess Bachelor's degree in civil engineering preferred or equivalent combination of education and experience
- 1-2 years' experience in cement manufacturing or completion of any related program
- Working knowledge and technical competency in the cement manufacturing process.
- Detailed knowledge about process equipment
- Proficient in use of mechanical systems, control systems and diagnostic skills.
- Prior project management experience is a plus.
- Strong attention to details, highly organized, strong leadership and effective communication skills.
- Ability to set and administer clear operating and production targets.
- Ability to make timely, critical decisions, often under conditions of uncertainty and stress.
- Ability to interact as a team member in a Total Quality environment.
- Applicants should be willing to work in Pampanga.

Welder

JOB/POSITION SUMMARY

Joins metal parts, and fills seams and holes of metal components. Follows sketches and specifications. Inspects equipment and structures. Follows and maintains knowledge of safety protocol.

JOB/POSITION SPECIFICATIONS

- Formal training through a Vocational or Technical School.
- Relevant Welder or Welding Fabricator Certifications (e.g. TESDA)
- Knowledge of Chemistry and ability to Read Blueprints,
- Understanding of Electricity, Basic Computer Programming Knowledge,
- Attention to Detail
- Manual Dexterity
- Physical Strength
- Physical Stamina
- Spatial Skills
- Technical Skills
- Willing to work in Porac, Pampanga