



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

**NOTICE OF HIRING
(Job Order)**

Administrative Staff

Qualifications

- Education : Bachelor's Degree relevant to the job
Experience : 1 year experience in administrative/ clerical functions
Eligibility : None required
Skills :
 - Proficient in MS Office (e.g. MS Word, MS Excel, MS Powerpoint)
 - Highly organized
 - Proficient in Oral and Written Communication
 - Interpersonal Skills

Functions:

1. Assists in receiving, processing, releasing, filing, and recording of documents from Flagship TEZ offices and TEZ Compliance Monitoring Division for approval of the TAMD Manager.
2. Assists in documentary, administrative, and travel requirements.
3. Assists in the operation of the Online Document Management System.
4. Operates photocopy machines, scanner, and other equipment.
5. Assists in the implementation of the Department's plans, projects, and programs.
6. Performs other related tasks that may be assigned.

Place of Assignment : TEZ Assistance and Monitoring Department (Main Office)

Interested applicants may submit the following on or before **12 September 2024**:

- Application letter addressed to the Manager of Administrative Services Department
- Duly accomplished Personal Data Sheet or Comprehensive Resume
- Photocopy of academic Transcript of Record and Diploma
- Photocopies of Certificate of Employment and seminars attended
- Photocopy of Certificate of Eligibility and/ or PRC ID (*if applicable*)

Application letters should be addressed to:


ROSANNA M. OLGADO

Manager, Administrative Services Department
6th Floor, Tower 1, Double Dragon Plaza,
Diosdado Macapagal Ave. cor. EDSA Extension, Bay Area
recruitment@tieza.gov.ph



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