

## List of Job Openings as of December 2016

[Click here to apply - Online Application Form](#)

### Branch Manager (San Antonio)

1. Must have a strong customer service skills
2. Excellent sales and marketing skills
3. Demonstrates and promotes harmonious relationship within the department.
4. Consistently approaches work with energy and a positive, constructive attitude.
5. Effective judgmental ability
6. Can work effectively and efficiently even under pressure
7. Organized and systematic in the delivery of his assigned tasks
8. Motivates teams effectively and shows conflict resolution skills
9. Provides feedback and suggestions to improve operations
10. Output oriented and aggressive in hitting the prescribed target

### Project Officer/Account Officer/Agricultural Project Officer (For Pooling)

1. Graduate of any 2 to 4 year course or undergrad. Preferably finished second year level.
2. Graduate of community development or social sciences related course is an advantage
3. Can drive motorcycle, and preferably with driver's license.
4. Willing to render field service in relation to community development and poverty alleviation.
5. Can deal with all types of people
6. Willing to be assigned to different branches
7. Computer literate

### Motor Vehicle Loan Supervisor

1. Must be a graduate of any 4-year business course
2. With ample knowledge on foreclosure
3. Proficient in using basic Microsoft office package
4. With effective supervisory skill
5. Effective communication skills

### Motor Vehicle Loan Coordinator

1. Must be a graduate of any 4-year business course
2. With ample knowledge on foreclosure
3. Proficient in using basic Microsoft office package
4. Effective communication skills

### General Counsel

1. Must be a Lawyer
2. Excellent communication and stress management skills
3. Proficient in MS Word

### Legal Researcher (Head Office)

## **Job Openings**

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1. Preferably graduate of Bachelor of Laws or completed at least 2nd yr. level
2. Excellent written and oral communication skills
3. Driving skills is an advantage