



BEC SPECIALISTS PHILIPPINES INC.

PROJECT SECRETARY

Balanced Engineering & Construction Pte Ltd specialises in design, build, inspection, repair and maintenance of industrial and commercial chimneys and silos. With a number of offices in the Asia Pacific Region, BEC is a market leader in this highly-specialised field, with an impressive track record. Due to our rapid expansion, we are now looking for suitable candidates to join our team in Iloilo, Panay.

Responsibilities:

- Provide full secretarial and administrative/clerical support to Project Manager and his team.
- Maintain proper document control.
- Answer telephone calls.
- Schedule and coordinate meetings.
- Take minutes of meeting.
- Collate / submit daily / weekly / monthly reports.
- Record and maintain petty cash account and other accounts.
- Maintain inventory records.
- Maintain time records of employees.
- Liaise with Head office in Singapore on HR and other matters.

Requirements:

- 2 to 3 years secretarial experience.
- Working experience in project sites preferred.
- Diploma / Degree in any field.
- Fluent in both written and spoken English and spoken Tagalog.
- Excellent knowledge of MS Office (Computer skills).
- Knowledge of simple accounting would be an added advantage.
- Matured, pleasant personality.
- Able to work under pressure.
- Independent, highly organised and able to work under minimum supervision.
- Good team player.
- Good interpersonal and communication skills.
- Preferably staying around Iloilo, Panay or willing to work in Iloilo, Panay

Interested applicants are invited to write in with detailed resume stating qualifications, experience, current and expected salary to hr@be-con.com.

Balanced Engineering & Construction Pte Ltd
Singapore
Website: www.be-con.com