

# Be part of our team.

Swipe to see the responsibilities for the positions below:

- Civil Engineer
- Mechanical Engineer
- Electronic Communications Engineer
- Electrical Engineer
- Production/QC
- Renderer
- FF & E Specialist
  
- HR dmin
- Purchasing Officer
- Marketing Associate
- Business Development Specialist



# CIVIL ENGINEER

## Job Description

- Managing the planning stages of construction projects.
- Contributing technical expertise to project drawings and designs.
- Prepare work schedules
- Liaising between contractors, subcontractors, vendors, and suppliers.
- Ensuring that the construction project is completed on time and within budget.
- Documenting processes and keeping detailed construction logs.
- Presenting construction project progress updates to clients and supervisors.

## Qualifications/Requirements

- Licensed Civil Engineer
- Preferably with COSH Certification
- With 1-2 years experience in Fit-out Engineering Design and Construction Projects
- Proficient in CAD and knowledgeable in Primavera/Project
- In-depth knowledge of construction industry regulations.
- Exceptional leadership, project management, decision-making, and problem-solving skills.
- Great mathematical, organizational, and time-management skills.
- Knowledgeable in Quantity Surveying
- Excellent written and verbal communication skills.
- Ability to collaborate with a variety of stakeholders.
- Availability to visit and/or supervise full-time a construction site outside of business hours and/or outside Metro Manila area.



# MECHANICAL ENGINEER

## Job Description

- Managing the planning stages of mechanical works of a construction projects.
- Has to prepare work schedules, plans, specifications, details, specified and cost estimated of ventilating, air conditioning and fire protection system.
- Has to identify problems in design, plan, manage and deliver multiple projects.
- Has to plan, organize, review, and evaluate the work of consultants, contractors, and others.
- Ensuring that the mechanical works is completed on time and within budget.
- Documenting processes and keeping detailed construction logs.
- Presenting construction project progress updates to clients and supervisors.

## Qualifications/Requirements

- Licensed Mechanical Engineer
- Preferably with COSH Certification
- With 1-2 years of experience in Mechanical Design and Construction
- Proficient in CAD
- In-depth knowledge of construction industry regulations.
- Exceptional leadership, project management, decision-making, and problem-solving skills.
- Great mathematical, organizational, and time-management skills.
- Knowledgeable in Quantity Surveying
- Excellent written and verbal communication skills.
- Ability to collaborate with a variety of stakeholders.
- Availability to visit a construction site outside of business hours and/or outside Metro Manila area.



# ELECTRONICS COMMUNICATION ENGINEER

## Job Description:

- Managing the planning and designing stages of Electronics and Structured Cabling Works.
- Signing and Sealing Electronics and Structured Cabling Design and working drawings for Construction and Building Permit.
- Has to prepare work schedules, plans, specifications, details, specified and cost estimated of Electronics and Structured Cabling Works.
- Has to identify problems in design, plan, manage, and delivering multiple projects.
- Has to plan, organize, review and evaluate the work of consultants, contractors, and others.
- Ensuring that the Electronics and Structured Cabling Works are completed on time and within budget.
- Documenting processes and keeping detailed construction logs.
- Presenting construction project progress updates to clients and supervisors.

## Qualifications:

- Professional Electronics Engineer (PECE)
- With COSH Certification
- With at least 1 year of experience in Electronics, Structured Cabling Design, and Construction.
- Proficient in CAD.
- In-depth knowledge of construction industry regulations.
- Exceptional leadership, project management, decision-making, and problem-solving skills.
- Great mathematical, organizational, and time management skills.
- Knowledgeable in Quantity Surveying
- Excellent written and verbal communication skills.
- Ability to collaborate with a variety of stakeholders
- Availability to visit a construction site outside of business hours and/or outside the Metro Manila area.

# ELECTRICAL ENGINEER



## Job Description:

- Managing the planning stages of construction projects.
- Contributing technical expertise to project drawings and designs.
- Prepare work schedules
- Liaising between contractors, subcontractors, vendors, and suppliers.
- Ensuring that the construction project is completed on time and within budget.
- Documenting processes and keeping detailed construction logs.
- Presenting construction project progress updates to clients and supervisors.

## Qualifications:

- Licensed Electrical Engineer
- With COSH Certification
- With 1-2 years experience in Fit-out Engineering Design and Construction Projects
- Proficient in CAD and knowledgeable in Primavera/Project
- In-depth knowledge of construction industry regulations.
- Exceptional leadership, project management, decision-making, and problem-solving skills.
- Great mathematical, organizational, and time management skills.
- Knowledgeable in Quantity Surveying
- Excellent written and verbal communication skills.
- Ability to collaborate with a variety of stakeholders
- Availability to visit and/or supervise a full-time construction site outside of business hours and/or outside the Metro-Manila area

# HR ADMIN



## Responsibilities:

- Forming and maintaining employee records
- Employee Evaluation (Performance Management)
- Assigned with recruitment and onboarding processes
- Updating internal HR databases
- Preparing HR documents
- Workers Off-Boarding
- Overseeing training programs
- Assisting employees
- Updating databases internally, such as sick and maternity leave
- Preparing and amending where necessary HR documents, i.e. employment contracts and recruitment guides
- Reviewing and renewing company policies and legal compliance
- Reporting regularly on HR metrics, such as company turnover
- Being the first point of contact for employees on any HR related queries
- Assisting with payroll by providing the department with relevant employee information, i.e. holiday and sick days taken
- Helping with various arrangements internally, from travel to processing expenses
- Processing internal arrangements such as travel, training sessions, and team-building events.
- Maintaining internal records, which may include preparing, issuing and filing company documentation (e.g. sick leave, maternity leave, etc.).
- Communicating with recruiters and other external parties.
- Updating company policies and ensuring legal compliance.
- Acting as the first point of contact for all personnel queries.
- Setting up interviews and corresponding with prospective employees in a timely manner.
- Handling disciplinary needs



# HR ADMIN

## **Required Skills/Abilities:**

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Computer literacy (MS Office applications, in particular)
- Thorough knowledge of labor laws
- Effective leadership skills
- Excellent organizational skills, with an ability to prioritize important projects
- Strong phone, email and in-person communication skills

## **Education and Experience:**

- Proven work experience as an HR Administrator, HR Administrative Assistant or relevant role
- BS in Human Resources or relevant field



# PURCHASING OFFICER

## Required Skills/Abilities:

- Conducting product research and sourcing new suppliers and vendors.
- Sourcing materials, goods, products, and services and negotiating the best or most cost-effective contracts and deals.
- Performing inventory inspections and reordering supplies and stock as necessary.
- Conducting market research to keep abreast of emerging trends and business opportunities.
- Inspecting stock and reporting any faulty items or inconsistencies immediately.
- Updating and maintaining records of all orders, payments, and received stock.
- Coordinating with the delivery team and following up on delays or orders that have been rescheduled.
- Attending product launches and networking with industry professionals.
- Establishing professional relationships with clients as well as vendors and suppliers.
- Ensuring all stock is packaged appropriately and delivered to the correct location in a timely manner.

## Education and Experience:

- Bachelor's degree in business, logistics, or a related field may be required.
- Previous experience in a similar position.
- Excellent written and verbal communication and negotiation skills.
- Great organizational and planning skills.
- Superb networking and time management skills.



# MARKETING ASSOCIATE



## Responsibilities:

- Brainstorm and present marketing strategies & research about market and trends
- Conduct keyword research and use SE guidelines to increase web trafficIdentify customers' needs and gaps in our content and recommend new topics
- Produce well-researched content (articles) for online publication
- Research potential clients and tap them using marketing strategies
- Conduct thorough research on industry-related topics
- Generate ideas for new content types
- Create and promote social media postings/campaigns (with captions)
- Develop related content for multiple platforms, such as websites, email marketing, product descriptions, videos, and blogs
- Update website content as needed
- Orchestrating digital content strategies across all online platforms.
- Drive traffic and engagement that translates to sales and brand promotion.
- Edit photos and videos for social media and website use
- Editing/creating marketing materials (company profile, portfolio, etc)
- Designing and implementing creative marketing strategies to disseminate content.
- Create social media and email campaigns and produce content
- Familiarize yourself with the company's vision and mission, seeking to accomplish set goals and objectives
- Conduct market research and identify potential clients
- Cultivate strong relationships with new clients, while maintaining existing client relationships
- Work closely with staff across departments to implement growth strategies.
- Develop and implement sales strategies, client service, and retention plans, and analyze sales data to inform or update marketing strategies.
- Assist with drafting business plans, sales pitches, presentations, reference material, and other document as required.
- Demonstrate strong interpersonal skills with the ability to engage effectively with various levels of management, staff, and clients.

# MARKETING ASSOCIATE



- Create marketing materials to use on social media and other web platforms to drive traffic and promote our products and services
- Oversee email marketing campaigns
- Collaborate with the marketing department to develop new digital media strategies
- Produce reports on traffic numbers for upper management
- Plans and executes all web, SEO/SEM, database marketing, email, social media, and display advertising campaigns.
- Designs, builds, and maintains our social media presence.
- Measures and reports performance of all digital marketing campaigns and assesses against goals (ROI and KPIs).
- Identifies trends and insights and optimizes spend and performance based on the insights.
- Brainstorms new and creative growth strategies through digital marketing.
- Plans, executes, and measures experiments and conversion tests.
- Collaborates with internal teams to create landing pages and optimize user experience.
- Utilizes strong analytical ability to evaluate end-to-end customer experience across multiple channels and customer touch points.
- Identifies critical conversion points and drop off points and optimizes user funnels.
- Collaborates with agencies and other vendor partners.
- Provides thought leadership and perspective for adoption where appropriate.
- Orchestrating digital content strategies across all online platforms.
- Collaborates with Business Development Department and other internal teams
- Driving traffic and engagement that translates to sales and brand promotion.
- Measuring the results of marketing activity to inform future marketing campaigns.
- Knowing which platform different kinds of content are best suited to.
- Designing and implementing creative marketing strategies to disseminate content.
- Creating content, including text posts, video and images for use on social media and website
- Promoting products, services and content over social media, in a way that is consistent with an organisation's brand and social media strategy
- Interacting with customers and dealing with customers' enquiries

# MARKETING ASSOCIATE



- Interacting with customers and dealing with customers' enquiries
- Developing offline strategies such as events, webinars, and the like
- Managing a budget to be spent on promoting social media posts and pay-per-click (PPC) advertising
- Keeping track of data and analysing the performance of social media campaigns
- Collaborating with colleagues from across marketing departments to ensure branding is consistent
- Meeting with clients and other stakeholders (such as social media influencers). These meetings may involve pitching potential marketing campaigns.

## Qualifications:

- Proven work experience as a Marketing Associate, Marketing Assistant or similar role
- Knowledge of marketing digital tools and techniques
- Experience with SEO/SEM campaigns
- Excellent computer skills, including MS Excel, web analytics and Google Adwords
- Excellent communication and presentation skills
- Strong analytical skills with a goal-oriented attitude
- Degree in Marketing or relevant field
- Proficient in Adobe photoshop (or any photo editing softwares) and FinalCut Pro (or any video editing software)

# BUSINESS DEVELOPMENT SPECIALIST



## Responsibilities:

- Conducting market research and identifying potential clients.
- Cultivating strong relationships with new clients, while maintaining existing client relationships.
- Working closely with staff across departments to implement growth strategies.
- Developing and implementing marketing and sales strategies, client service and retention plans, and analyzing sales data to inform or update marketing strategies.
- Assist with drafting business plans, sales pitches, presentations, reference material, and other documents as required.
- Ability to manage multiple projects concurrently and meet deadlines.
- Identify new business opportunities and partners.
- Demonstrate strong interpersonal skills with the ability to engage effectively with various levels of management, staff, and clients.
- Build coordination with internal teams to develop new sales and marketing strategies
- Create marketing plans to promote the products and services of the company
- Get contacts of potential customers via cold calling, emailing and internet search
- Identify and qualify new customers as per company's policies and business model
- Coordinate appointments, calls and meetings between senior management and customers for discussing new opportunities and for business expansions
- Conduct meetings with internal teams and customers to discuss project development and delivery stages
- Maintain and regularly update the customer database, such as names, phone numbers and email addresses
- Support the business development team in creating a business model, project budget, scope of work document and business plan
- Assist leadership in contract development, handle negotiations and perform due diligence
- Ensure internal teams deliver projects with high customer satisfaction
- Work with teams to achieve the quarterly or yearly targeted revenue
- Deepens industry knowledge and understanding of the firm's clientele
- Assists business development managers in closing and finalizing deals

# BUSINESS DEVELOPMENT ASSOCIATE



## Qualifications:

- Bachelor's degree in business management, marketing, or related field.
- 1 - 2 years' relevant work experience in business development or similar field preferred.
- Excellent written and verbal communication skills.
- Ability to handle multiple projects simultaneously and work under pressure.
- Strong organization and project management skills.
- Friendly and personable demeanor.
- Proficient in Microsoft Office and relevant software.

# DESIGN ARCHITECT



## Responsibilities:

- Lead the design management of ongoing projects and incoming projects through coordination with the team, client, and consultants
- Creates project proposals and gives presentations to the team, and the client.
- Collaborate with sales and technical team, on ongoing projects
- Assists and monitors project proposals and specifications
- Lead the team and designate tasks to junior team members

# PRODUCTION ARCHITECT



## Responsibilities:

- Review technical specifications and drawings, and assist QA/QC supervisor in the preparation of submittal, testing, and inspection of plans.
- Conducts site visits/inspection of all design & build and/or civil works and prepares weekly
- Monitoring/non-conformance reports in accordance with every project.
- Coordinate/assist with the pic and/or architect materials needed to be delivered on-site.
- Representative in the process related to punch listing, initial handover of the works, and activities to the project-in-charge (PIC).



# QA/QC SITE ARCHITECT

## Responsibilities:

- Assists and monitors all related technical drawings with regard to the design given by the architect.
- Manage and improve cad standards that will be used by the company.
- Coordinate with the team all related technical drawings and oversee the quality of drawings.
- Conducts site surveys with the technical team
- Check all the surveyed plans before proceeding to the design phase. - Compile cad drawings/blueprints of all design & build projects.





# QA/QC SITE ARCHITECT

## Responsibilities:

- Responsible for sourcing materials, furniture, and equipment specified by the designer.
- Handle calls from all suppliers in regards to the project.
- Coordinate with the technical department in selections and specifications for all finishes, furniture, equipment, and accessories.
- Involve in site meetings with the designer and client before mobilization -Meet with suppliers, build the material library, and inform designers of new products in the market.

# FF&E SPECIALIST



## Responsibilities:

- Responsible for sourcing materials, furniture, and equipment specified by the designer.
- Handle calls from all suppliers in regards to the project.
- Coordinate with the technical department in selections and specifications for all finishes, furniture, equipment, and accessories.
- Involve in site meetings with the designer and client before mobilization -Meet with suppliers, build the material library, and inform designers of new products in the market.

# CAD SPECIALIST



## Responsibilities:

- Responsible for all 2d technical cad drawings based on specifications and calculations given by the team.
- Produce detailed drawings
- Collaborate closely with the design and engineering team during the planning process till the construction phase to ensure the quality and correctness of drawings.
- Creates diagrams, maps, and layouts for illustration.
- Produce as-built drawings and involved in site surveys

# RENDERER



## Responsibilities:

- Coordinate with the design team and responsible for all 3D models and renders for the project.
- Understands the projects and produces high-quality renders



# Marketing Intern

## Job Summary

- Produce well-researched content (articles) for online publication
- Create and promote social media postings/campaigns (with captions)
- Brainstorm marketing strategies
- Develop related content for multiple platforms, such as websites, email marketing, product descriptions, videos, and blogs
- Conduct simple keyword research and use SEO guidelines to increase web traffic
- Identify customers' needs and gaps in our content and recommend new topics
- Ensure all-around consistency (style, fonts, images, and tone)
- Update website content as needed

## Requirements and Qualifications

- Experience doing research using multiple sources
- Exceptional writing skills
- Proficient in photo and video editing
- Experience in using Adobe Photoshop or other content creation tools
- Excellent grasp of the English language, including idioms and current trends in slang and expression
- Knowledgeable in SEO is a plus
- Bachelor's degree in communications, marketing, English, journalism, or any related field.