

Be part of our team.

Swipe to see the responsibilities for the positions below:

- Civil Engineer
 - Mechanical Engineer
 - Electronic Communications Engineer
 - Electrical Engineer
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- Human Resource Manager
 - Purchasing Officer
 - Social Media Intern



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 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



HUMAN RESOURCE MANAGER

Responsibilities:

- Recruits, interviews, hires, and trains new staff in the department.
- Oversees the daily workflow of the department.
- Provides constructive and timely performance evaluations.
- Handles discipline and termination of employees in accordance with company policy.
- Partners with the leadership team to understand and execute the organizations human resource and talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
- Take a proactive leadership role in responding to training and business needs of employees.
- Manages the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings.
- Analyzes trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Creates learning and development programs and initiatives that provide internal development opportunities for employees.
- Oversees employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.



HUMAN RESOURCE MANAGER

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.
- Proficient with Microsoft Office Suite or related software.
- HR experience in the construction business is an advantage.

Education and Experience:

- Bachelors degree in Human Resources, Business Administration, or related field required.
- A minimum of three years of human resource management experience preferred.



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.

SOCIAL MEDIA 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.