



Unit D, 5th Flr. Kingston Tower. Blk 2 Lt 1 Acacia Ave. Madrigal Business Park, Ayala Alabang Muntinlupa City, 1771 Philippines
Tel Nos.: +63 8 403 8741 | +63 7 001 1310
www.energycheminc.com

OPEN POSITIONS:

PROJECT MANAGER (PROJECT BASED)

- ✔ MUST BE A CIVIL or ELECTRICAL ENGINEERING GRADUATE (Licensed preferred)
- ✔ PROFICIENCY IN TIME MANAGEMENT AND DELEGATING TASK
- ✔ FAMILIARITY WITH PROJECT MANAGEMENT TOOLS AND SOFTWARE (e.g. MS PROJECT)
- ✔ STRONG COMMUNICATION SKILLS
- ✔ MUST POSSES STRATEGIC AND COLLABORATIVE MINDSET
- ✔ RELEVANT EXPERIENCE AND WELL-DEVELOPED SKILLSET

WE ARE HIRING!

Send your latest resume through the following email address:



carenramos@energycheminc.com
carlac5511@yahoo.com
applemacavinta@energycheminc.com





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OPEN POSITIONS:

PROJECT ENGINEER (PROJECT BASED)

- ✔ MUST BE A CIVIL or ELECTRICAL ENGINEERING GRADUATE (Licensed preferred)
- ✔ Minimum 3-5 Years Experience In Project Engineering Or Related Roles
- ✔ PROFICIENCY ON PROJECT MANAGEMENT TOOLS AND SOFTWARE (e.g. MS PROJECT & AUTOCAD)
- ✔ Familiarity With Engineering Principles And Practices
- ✔ MUST HAVE CONSTRUCTION OCCUPATIONAL SAFETY And HEALTH (SO2) CERTIFICATION FROM DOLE ACCREDITED TRAINING CENTER.

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OPEN POSITIONS:

SAFETY SUPERVISOR (PROJECT BASED)

- ✓ A DEGREE OR CERTIFICATION IN OCCUPATIONAL HEALTH AND SAFETY, ENVIRONMENTAL SCIENCE, OR RELATED FIELD
- ✓ KNOWLEDGE OF RELEVANT REGULATIONS AND STANDARDS, SUCH AS OSHA GUIDELINES
- ✓ PREVIOUS EXPERIENCE IN A SAFETY-RELATED ROLE, PREFERABLY IN A SUPERVISORY CAPACITY
- ✓ MUST HAVE CONSTRUCTION OCCUPATIONAL SAFETY and HEALTH (SO3) CERTIFICATION FROM DOLE ACCREDITED TRAINING CENTER.

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OPEN POSITIONS:

**ADMIN ASSISTANT | DOCUMENT
CONTROLLER
(PROJECT BASED)**

- ✓ BACHELOR'S DEGREE OR AN EQUIVALENT IS REQUIRED
- ✓ MINIMUM OF FIVE YEARS PRIOR WORK EXPERIENCE, SUPPORTING SENIOR LEADERS.
- ✓ STRONG COMPUTER SKILLS INCLUDING MICROSOFT APPLICATIONS (Outlook, Word, Excel, Power Point)
- ✓ STRONG VERBAL COMMUNICATION SKILLS
- ✓ FAMILIARITY WITH OFFICE MANAGEMENT PROCEDURES AND ACCOUNTING PRINCIPLES
- ✓ REPORT WRITING SKILLS
- ✓ KNOWLEDGE ON DOCUMENT MANAGEMENT SYSTEM
- ✓ DATA ORGANIZATIONAL SKILLS
- ✓ EXPERIENCE IN DOCUMENT, ARCHIVE OR RECORDS MANAGEMENT

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