

MANOLO FORTICH WATER DISTRICT

Manolo Fortich, Bukidnon

JOB HIRING

Manolo Fortich Water District is in need of:

1 Collection Assistant

Qualifications:

1. Completion of 2 years in College (Preferably Business Related Course)
2. Training – None Required
3. Experience – None Required
4. Career Service Eligible
5. Proficient in Computer
6. With Professional Driver's License
7. Trustworthy

Job Description:

1. Assist in the daily collections.
2. Summarizes collections and prepare daily deposits.
3. Prepare daily collection report and submit to Cashier for consolidation.
4. Perform customer assistance services as needed.
5. Perform other official function as required by the head of the section.

Interested applicants may send their application letter and resume not later than November 22, 2023 at our email: mfwd.hrmo@gmail.com or at MFWD Administration Building addressed to:

Engr. ROGELIO K. PANGAN

General Manager

Manolo Fortich Water District

A.Ditona St. Tankulan, Manolo Fortich, Bukidnon

Interview and deliberation of Applicants: To be announced.


VENUS I. GUMALING

Division Manager/Human Resource Management Officer