



We are Hiring

ACCOUNTING ASSISTANT MANAGER

Responsibility

- Overseeing daily accounting of manufacturing operations, reviews general ledger and cost related transactions and coordinates with auditors and government agencies
- Support budgeting, internal controls, and act as officer -in-charge in the absence of the accounting general manager to ensure uninterrupted accounting operations

Qualifications

- Bachelor's degree in Accountancy
- Minimum 7 - 10 years of progressive accounting experience, preferably in a manufacturing environment
- At least 3 - 5 years in a managerial or supervisory role
- Hands-on experience in cost accounting, inventory accounting, and manufacturing overhead analysis
- Strong technical knowledge of Philippine Financial Reporting Standards (PFRS), tax compliance, SEC reporting and financial reporting
- Proven experience managing month-end and year-end closing, and audits
- Proficient in accounting software and MS Excel
- Excellent leadership, analytical, and communication skills

Send your resume to
xmalabanan@juntec.com.ph
0929-747-3291



We are Hiring

CAD OPERATOR

Responsibilities

- Responsible for creating detailed technical drawings and plans using computer-aided design (CAD) software.
- Create accurate 2D or 3D designs based on specifications from project leaders, converting hand-drawn sketches into digital formats.
- Work closely with his immediate head, managers, and supervisors, engineers, architects, and end users to discuss design concepts and implement feedback into drawings.
- Revise models and drawings to reflect changes during the construction or manufacturing process, ensuring compliance with industry standards and regulations.
- Maintain accurate records of all drawings and manage drawing archives securely.
- Process PEZA building permit requirements and application for new projects.

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We are Hiring CAD OPERATOR

Qualifications

- Ideally technical / vocational school graduate with major in CAD/CAM or other technical related fields
- Two (2) years related work experience in a manufacturing environment
- CAD 2D Drafting is a requirement

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We are Hiring

3 CARPENTERS

PROJECT BASED FOR SIX (6) MONTHS

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