



## SECRETARY

### Qualifications

- College graduate from a reputable University
- Must be computer literate with excellent communication skills
- Good organizational, planning and administrative skills
- Attentive to details, honest, reliable and trustworthy
- Previous work-related experience an advantage

Interested parties are invited to apply with comprehensive resume  
E-MAIL: [hrod@activegroup.com.ph](mailto:hrod@activegroup.com.ph) TELEPHONE: (02) 8817-7824 to 28 locals 267 or 279