



Philippine Geothermal Production Company, Inc. (Philippine Geothermal) is a Filipino corporation operating the Tiwi steam fields in the province of Albay and the Mak-Ban steam fields in the provinces of Batangas and Laguna. It is owned by Allfirst Equity Holdings, Inc. (AEHI), directly and through its wholly owned subsidiaries.

Tiwi and Mak-Ban are the result of a successful partnership between Philippine Geothermal's predecessor and the National Power Corporation that began in 1971, when a 2.5 kW government experiment was transformed into the first commercial geothermal power project in Southeast Asia, and led to the birth of the geothermal industry in the Philippines.

Philippine Geothermal continues its legacy of providing a clean, stable, reliable, and renewable source of energy to meet the country's growing power requirements. Its vision is to be the leading geothermal energy company, recognized not only for its world-class performance but also for contributing to the improvement in the lives of the people in the communities where it operates.

Career Opportunity Administrative Assistant

The Role

The role focuses on office administration management and general services activities of the Makati office. The selected candidate will:

- Ensure the functionality and safety of office equipment by conducting regular preventive maintenance and repairs in coordination with Building Administrators and contractors.
- Oversee transportation, messengerial and janitorial services in accordance to quality and safety standards of the company. Enhance customer service by soliciting feedback and implementing improvements and resolutions for any complaints.
- Provide support in the implementation of contract administration standards and policies.
- Provide administrative services to the department in regard to budget management, travel arrangements, hotel accommodation, and inventory of office materials and supplies.

The Individual

- Graduate of any Bachelor's Degree (preferably Business Administration or Engineering courses)
- Minimum 2-3 years of working experience in facilities management and office administration
- Working knowledge in:
 - ARIBA or any equivalent electronic procurement systems
 - Oracle's JDE or any equivalent computerized maintenance management systems (CMMS) data base management systems
- Proficient in MS Office applications including MS Access
- Candidate should be willing to be assigned in Ayala Avenue, Makati

To apply, visit PGPC Careers site at www.pgpc.com.ph and complete the online application not later than **March 23, 2018**.

All information supplied will be treated as strictly confidential for the purpose of selection and recruitment. Only shortlisted candidates will be notified.