



Canon Business Machines (Philippines), Inc.

GENERAL AFFAIRS SPECIALIST

- Candidate must possess Bachelor's/College Degree in Psychology or any related field
- Preferably 5 year experience in a manufacturing industry is an advantage
- Knowledgeable in expats related task like VISA/AEP renewal and condo management
- Handle business trip related task like taking flight ticket
- Manage sub-contractor (Security, Janitorial, Canteen etc.)
- Update and monitor department budget
- Handle other GA related tasks
- Willing to work on shifting schedule, holidays and willing to render overtime