



Canon Business Machines (Philippines), Inc.

## **HR General Affairs Assistant**

- Candidate must possess Bachelor's/College Degree in Psychology or any related field.
- Preferably, 2-year experience in a manufacturing industry is an advantage.
- Provides effective and efficient support and assistance in handling administrative functions and employee services related matter such as:
  - Shuttle Service operation
  - Canteen Service operation
  - Janitorial Service operation
  - Uniform management
  - Other related employee services matter
- Handle other GA related tasks.
- Willing to work on night shift, holidays and willing to render overtime