



Canon Business Machines (Philippines), Inc.

BENEFITS ASSISTANT

Qualifications:

- Candidate must be a graduate of Bachelor's Degree in Human Resources Management, Psychology or any Business Course
- Preferably with experience in a manufacturing industry specialized in Compensation and Benefits
- At least 2 years of working experience in the related field is required.
- Good in communication skills, presentation and reports preparation.
- Possess good interpersonal skills, excellent communication skills and a team player.

Responsibilities:

- Handles administrative functions pertaining to Philhealth, SSS, BIR and Pag-ibig Transactions (loans applications, contributions, payments and change status)
- Prepare and process SSS Maternity and sickness applications and reimbursement.