



Canon Business Machines (Philippines), Inc.

CORPORATE PLANNING ASSISTANT

Qualifications:

- Candidate must possess Bachelor's/College Degree in Management or Accounting
- Minimum of 1 year experience in the same field is required.
- Preferably with experience in PEZA activities.
- Experience in a Japanese manufacturing industry is an advantage.
- Good in presentation, communication and report presentation.
- Fresh Graduate are welcome to apply.

Responsibility:

- Manages communication channels of the company to develop trust relations between Management and Employees.
- Prepares PEZA related reports and compliance.
- Proposes CSR activities in line with policy and prepares and executes proposed activities.
- Handles and conducts inventory for division supplies, consumables, corporate goods and other assets.
- Complies with the documentation requirements of Division Quality Management and Environment Management System.
- Controls Division Guidelines and its implementation.
- Supports in corporate events and handling VIPs.