

CUSTOMER SERVICE OFFICER B
PERMANENT HIRING

Plantilla Item No. : 102 (1 slot)
Salary Grade : 14
Place of Assignment : Accounts Division, CSD, MCWD Main Office, Cebu City

MINIMUM QUALIFICATIONS:

Education : Bachelor's degree
Training : 4 hours of relevant training
Experience : 1 year of relevant experience
Eligibility : Career Service (Professional), Second Level Eligibility

COMPETENCIES NEEDED:

The position is primarily responsible in the distribution of water bills, demand letters and other communications to consumers. It is also responsible in conducting trace up/investigation on accounts with doubtful billings. He is also tasked in the reading of water meters and other tasks during the time of exigency of service.

Competencies required: Attention to Detail, People Skills, Administrative Skills

Interested applicants must submit the following documents:

1. Duly accomplished Personal Data Sheet (PDS) with recent passport size picture
2. Performance Rating in the last rating period
3. Authenticated copy of the CSC Eligibility / PRC License / Board or Bar rating
4. Certified True Copy of Diploma, Transcript of Records and other documents supporting highest educational attainment
5. Certified True Copy of Employment Certificate with detailed Job Description issued by the authorized personnel
6. Certified True Copy of Certificate of Trainings / Seminars / Conferences / Workshops attended (include the module / program)

COMPLETE application documents / requirements must be submitted to the Human Resources Department or through email at Recruitment@mcwd.gov.ph not later than February 5, 2023. Applications with incomplete documents shall not be entertained. Applicants who will pass the initial screening will be contacted for a written examination.

MCWD adheres to the equal employment opportunity principle.

Approved:


ELSON C. ENGLIS
Manager, Human Resources Dept.

Noted:


EDGAR H. DONOSO
General Manager A

