



Republic of the Philippines
Metropolitan Cebu Water District

Lapu-Lapu - Magallanes Sts., Cebu City

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PUBLIC RELATIONS ASSISTANT A
CONTRACTUAL HIRING

Plantilla Item No. : N/A (3 slots)
Salary Grade : 10
Place of Assignment : Customer Care Division, CSD, MCWD Main Office Main

MINIMUM QUALIFICATIONS:

Education : Completion of two years studies in college
Training : 8 hours of relevant training
Experience : 2 years of relevant experience
Eligibility : Career Service (Subprofessional), First Level Eligibility

COMPETENCIES NEEDED:

Responsible in managing customer's, including Key Accounts complaints and requests through letters, the MCWD One-Stop Shop (OSS), MCWD Call Center (MCC), MCWD Facebook Page, MCWD email account. The position is visiting Key Accounts in order to be proactive and be able to anticipate potential complaints that may arise from Key Accounts.

Competencies required: Customer Orientation Skill, People Skill, Communication skill, Administrative Skill

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)

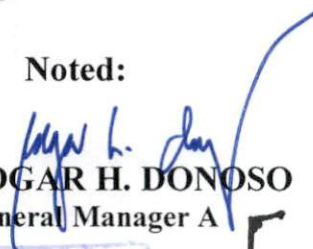
COMPLETE application documents / requirements must be submitted to the Human Resources Department or through email at mcwdrecruitment2@gmail.com not later than January 19, 2023. Applications with incomplete documents shall not be entertained. Applicants who will pass the initial screening will be contacted 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

