



# PORO POINT MANAGEMENT CORPORATION

A member of the BCDA Group

## URGENT HIRING

Poro Point Management Corporation (PPMC) is in need of **one (1) EXECUTIVE SECRETARY**.

<b>JOB GRADE/ BASIC MONTHLY SALARY</b>	JG 10 / ₱ 36,619.00
<b>EDUCATION</b>	Bachelor's degree relevant to the job preferably Bachelor's Degree Major in English or Communication
<b>TRAINING</b>	Eight (8) hours of relevant training
<b>WORK EXPERIENCE</b>	Two (2) years of relevant work experience
<b>DATE OF POSTING</b>	November 15, 2023

Interested and qualified job applicants should signify their interest in writing. Qualified applicants are advised to hand in their **Letter of Intent** along with their **Comprehensive Resume with recent 2X2 ID picture** to the address below **not later than November 21, 2023:**

**Selection Committee  
Poro Point Management Corporation  
PPMC Administration Building  
Gov. Joaquin L. Ortega Avenue, Poro Point Freeport Zone  
City of San Fernando, La Union**

Applications may likewise be sent via email to [poropointfreeportzone@gmail.com](mailto:poropointfreeportzone@gmail.com)

*For further information, please contact Ms. Lorna G. Peña, HR Assistant, at 0912-355-5436.*