

WE'RE LOOKING FOR AN AREA FLEET COORDINATOR

(Work base: Cagayan de Oro City)

Responsibilities:

- Performing testing, commissioning, repairs and maintenance for all North Mindanao based company-owned vehicles (Executive cars, vans and service vehicles);
- Ensuring efficiency in the operation and safety of the passengers and driver;
- Handling accident related incidents;
- Preparing all regulatory requirements for smooth fleet operation;
- Facilitating shipments, mailings, facsimile, distribution of memo and communication;

Qualifications:

- Graduate of Bachelor of Science in Mechanical Engineering or Bachelor of Science in Industrial Technology Major in Automotive
- Knowledgeable in trouble shooting and/or with (2) years' experience in automotive servicing or mechanical work
- With relevant work experience as a service advisor is an advantage
- Must know how to drive 2-4 wheels or preferably panel/6 wheeled vehicles (with Driver's License RC 123 Prof);
- Willing to do fieldwork in any of this areas: Ozamiz, Pagadian, Dipolog, Butuan and Bukidnon

To apply: Send us your resume and a copy of your TOR through

E-mail: vfih.northmin@gmail.com

For inquiries, call: 0917-7102-119 (Globe)

(Look for Ms. Jeanette O. Gamolo)