

**ADMINISTRATION ASSISTANT**

**• Graduate of any 4-year course/ college level**

**• With 2 years’ experience in the same field is a must**

**• Great verbal and written communication skills**

**• Ability to work under pressure.**

**• Computer literate (MS word/ Excel/ power point)**

**• Physically and mentally fit for the job**

**You may send your resume to:**

**ELNET MANPOWER SERVICES Humanlink Management and Services Inc.**

**Email:** **elnetmanpowerservices@yahoo.com** **Email: humanlink\_hr2@yahoo.com**

**Bulacan Office: Cecilia Building,Mc. Arthur 3/F LC & Sons Bldg., 8 Congressional Ave.,**

**Highway,Abangan Norte, Marilao, Bulacan Brgy. Bahay Toro, Quezon City**

**Tel. Number: (044) 913-72-70, (044) 248-8434 Tel Nos.: 34540908/34543244/82947552 loc. 15**

 **Cellphone Nos.: 09425665727/09751071811**