



<https://eastman.com.ph/job/general-services-specialist/>

## General Services Specialist

### Description

To assist and support in the conduct and facilitation of various procurement of nontrade goods and services at the corporate level. To act as the point of contact for all employees, providing administrative support and managing their queries.

### Qualifications

- Candidate must possess at least a College Graduate in Business Management or Entrepreneurship or its equivalent work experience.
- Minimum of two (2) years working experience as Admin Assistant specializing in Regulatory Compliances.
- Remarkable skills in General Services within machinery equipment and supplies merchant industry.
- Skillful in the use of Microsoft applications.
- To ensure up to date registration, renewal, monitoring and processing of all business permits and licenses, BIR compliances and other statutory business operation requirements;
- To ensure safety stock of SI, DR, OR and CI and monitor its expiration date and process printing of the same.
- Monitoring, tracking and facilitating and processing of payment dues and deadlines such as real property tax, association dues etc.;
- Processing of transfer and obtaining real property tax clearances and certificates;
- Processing of request for property Tax Clearance and Tax Declaration.
- Office Services – Leads oversees the housekeeping and maintenance of office facilities, evaluates requests for furniture's and fixtures as well as work tools and equipment for employees;
- Space Planning – provides conducive office or working spaces to employees to improve productivity and conduct space audit;
- To process Renewal of Building & Property Fire Insurance;
- To Act as company service vehicle coordinator, managing the daily itineraries of drivers based on the requested schedule;
- Perform other tasks that may be assigned by his/her immediate superior.

### Hiring organization

Eastman Industrial Supply Inc.

### Employment Type

Full-time

### Job Location

4977 Enrique St, Makati, 1235  
Metro Manila, Philippines

### Date posted

July 8, 2024