



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES SINGAPORE

AD-057-2022

URGENT JOB VACANCY

The public is informed that the Philippine Overseas Labor Office (POLO) - Singapore is looking to fill one (1) position of Reception Personnel. The qualifications are as follows:

Interested applicants should already be residing in Singapore and should either be a Dependent Pass or Long-Term Visit Pass (LTVP) Holder.

Qualifications

- Currently residing in Singapore
- Holder of Dependent Pass or Long-Term Visit Pass (LTVP)
- With at least 1-year experience in customer service and other related fields
- With at least 4 hours training in Customer Service Orientation, computer operation and other relevant training
- Able to work under minimal supervision
- Should not be related to until the 4th degree of consanguinity / affinity with any personnel of the Embassy and its partner agencies, including POLO

Successful applicants will start employment in September 2022.

Interested applicants are requested to submit the following requirements by email to polosg2021@gmail.com on or before **Wednesday, 10 August 2022**:

1. Letter of Intent
2. Updated resume with colored photo (taken within the last 6 months)
3. Copy of Dependent Pass or Long-Term Visit Pass

Please note that the Embassy and/or POLO-Singapore may require additional supporting documents from the applicants.

Thank you.

PHILIPPINE EMBASSY, SINGAPORE

1 August 2022