



URGENT JOB VACANCIES

The Philippine Embassy is looking to fill one (1) position of *Receptionist* and one (1) position of *Driver*. Interested applicants should already be residing in Singapore and should either be a Dependent Pass or Long-Term Visit (LTVP) Holder.

1. Receptionist

Qualifications

- Dependent Pass or Long-Term Visit Pass Holder
- At least 1-year experience in Customer Service and other related experience
- With at least 4 hours training in Customer Service Orientation, computer operation and other relevant training
- Can work under minimal supervision
- Not related to until the 4th degree of consanguinity / affinity with any personnel of the Embassy and Partner Agencies

2. Driver

Qualifications

- Dependent Pass or Long-Term Visit Pass Holder
- With at least 2-year driving experience in Singapore
- Holder of Singapore Driver's License
- Can work under minimum supervision
- Not related to until the 4th degree of consanguinity / affinity with any personnel of the Embassy and Partner Agencies

Successful applicants will start in January 2022.

Interested applicants are requested to submit the following requirements by email to admin.sgpe@philembassysg.org on or before **Thursday, 23 December 2021**:

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
4. Copy of Singapore Driver's License (for driver applicants)

Please note that the Embassy may require additional supporting documents from the applicants, as it deems necessary.

Thank you.

PHILIPPINE EMBASSY, SINGAPORE

16 December 2021

