



**TERAGRAIL**  
GEOLOGY & GEOTECHNICS

WE'RE HIRING

# Executive Assistant

Office Setup + Fieldwork  
(across the Philippines)

Teragrail Geology & Geotechnics Construction Inc. is looking for talented individuals who are motivated to move our business forward and introduce innovative ideas. We're excited to work with passionate professionals who are eager to collaborate with colleagues, take initiatives, and adapt well to change.

Are you interested? Simply fill out an application form on our website to get started! **Fresh graduates are welcome to apply.**

**APPLY NOW →**

The Executive Assistant to the President is responsible for handling client relations, communications, and success. You will need direct oversight of all projects and services we provide to current and potential clients.

## QUALIFICATIONS

- Graduate of any 4-5 year course; additional qualification as an Administrative assistant or Secretary will be a plus
- Proven experience as an Administrative Assistant or Office Admin Assistant an advantage
- Systematic records management, IT savvy, excellent in verbal and written English communication
- Good administrative management skills and proactive
- Knowledge of office management systems and procedures
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Reports to the company's main office in Cavite
- Willing to travel anywhere around the Philippines

## DUTIES & RESPONSIBILITIES

- Assigned directly to the President of the company
- Answer and direct phone calls
- Write and distribute email, correspondence memos, letters, faxes and forms
- Prepares and organizes schedule of the President
- Maintain contact, leads and client list
- Prepare/present written presentations, reports and project proposals
- Provide general support to visitors
- Acts as the point of contact for internal and external clients
- Supports technical and administrative team with tasks
- Facilitate meetings and follow-up with clients to close deals
- Performs all other tasks assigned by President