



**TERAGRAIL**  
G E O L O G Y & G E O T E C H N I C S

WE'RE HIRING

# Technical 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!

**APPLY NOW →**

## QUALIFICATIONS

- Graduate of B.S. Civil Engineering, B.S. Geology, B.S. Geological Engineering or any other related course.
- 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
- Working knowledge in soil investigation or construction field is an advantage
- 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
- Attends meetings with Clients and other stakeholders
- Oversees all Consultancy Work of the President
- Presents the company profile and proposals to potential Clients
- Prepares geotechnical evaluation and geohazard reports
- Acts as the point of contact for Clients, Team Members and other stakeholders
- Answer and direct phone calls
- Performs all other tasks assigned by the President