



JOB VACANCIES

STA. MARIA WATER DISTRICT
is in need of the following:

Job Order Positions

1. CUSTOMER SERVICES ASSISTANT - BILLING

Qualifications:

- Graduate of any 4-year course
- Possesses Career Service Professional or Sub-Professional eligibility

2. CUSTOMER SERVICES ASSISTANT

Qualifications:

- Graduate of any 4-year course
- Possesses Career Service Professional or Sub-Professional eligibility
- Has good communication skills.

3. CUSTOMER SERVICES ASSISTANT (METER READER)

- Graduate of any 2 or 4-year course
- Possesses Career Service Professional or Sub-Professional eligibility
- With professional driver's license
- Willing to do field work

4. PROCUREMENT ASSISTANT

Qualifications:

- Graduate of any 4-year course
- Possesses Career Service Professional or Sub-Professional eligibility
- With professional driver's license

5. **PROCUREMENT ASSISTANT**

Qualifications:

- Graduate of BS Accountancy or any related course
- Possesses Career Service Professional or Sub-Professional eligibility

6. **CLERK PROCESSOR**

Qualifications:

- Graduate of any 4-year course
- Possesses Career Service Professional or Sub-Professional eligibility
- Knowledgeable in MS Office and with good communication skills.

7. **AUTO MECHANIC**

Qualifications:

- High School Graduate/ completion of Automotive course
- With Professional Driver's License

8. **MATERIAL/SUPPLIES INSPECTOR**

Qualifications:

- Graduate of any 2-year course
- With Professional Driver's License
- Possesses Career Service Professional or Sub-Professional eligibility