

**JOB VACANCIES
As of 4 March 2014**

All qualified applicants can send their comprehensive CV/resume to Ms. Venice Cuerdo thru
email address: hr@fcfminerals.com

2. Crane Supervisor (Urgent)

Job Description

Supervise, monitors, directs and coordinates a Team of highly skilled crane operators and maintenance, electricians and instrument technicians to ensure all plant equipment are maintained and operates efficiently.

Location: Quezon, Nueva Vizcaya

Wage/Salary: Negotiable

Duration: Project based

Type: Full Time

3. Accounting Assistant (2 openings)

Job Description

- Process and record all invoices/requests for payments
- Record and process cash advances, liquidations and reimbursements, including sending of a memo to all employees with cash advance balances
- Assist in the detailed analysis of accounting books and records
- Assist in updating daily cash position reports, including funding requirements, and prepare weekly/monthly bank reconciliation reports
- Assist in the preparation of reports for submission to MGB, including but not limited to Exploration Costs, Community Contributions, Health & Safety and Environmental Expenses

- Update and monitor schedule of fixed assets and book corresponding depreciation
- Update and monitor schedule of prepayments and book corresponding amortization
- Ensure compliance to all statutory deadlines (SSS/HDMF/PHIC/BIR/MGB/SEC/BOI etc.)
- Assist in providing quality, timely and accurate management and financial accounting reports/statements
- Assist in the monthly cash call preparation
- Assist in yearly audit of financial records
- File, scan and retrieve accounting records

Professional Qualification

- BS Accountancy Graduate
- Preferably 1-2 years experienced as accounting professional
- Knowledgeable in BIR, SEC and BOI reporting requirements

6. Mobile Plant Scheduler

Job Description

- Schedule and drive maintenance activities across the site
- liaise with maintenance crews and assist the mobile plant planner. Provide report on weekly progress
- Utilize the CMMS on a daily basis to plan your activities
- Assist in developing maintenance strategies on site in cooperation with other maintenance personnel

Professional Qualification

- Mechanical Engineering/Technical Course with a minimum of 1 year in a Maintenance Mobile Planning/Scheduling role

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