

The British School Manila has an urgent requirement for an on-the-job trainee who will assume the following position in **February 2019**.

HR Assistant On-the-Job Trainee

The School is in need of an on-the-job trainee who will provide clerical and administrative support to the Human Resources department.

Qualifications:

1. Currently enrolled in junior or senior baccalaureate years in Psychology, Business Management or Commerce degrees from a reputable university;
2. With excellent English communications and inter-personal skills;
3. Proactive, organised and resourceful.

Application:

Submit your application letter and resume to:

Leo Carlo Sarion

Human Resources Officer

Telephone No.: 860.48.00 local 1152

Email Address: csarion@britishschoolmanila.org

Website www.britishschoolmanila.org

We will respond to shortlisted applicants only.

Application is on-going and will be closed upon hiring of successful on-the-job trainee.

The British School Manila (BSM) is a highly regarded co-educational British international school established in 1976. The School is proud to uphold the high standard of the British education system and we take full advantage of our multi-cultural setting. We are an accredited member of the Council of International Schools and a member of the Federation of British International Schools in Asia (FOBISIA). The School has an excellent record of placing students at top Universities and Colleges; the majority of our graduates attend institutions in the USA, UK, Canada, Australia and the Philippines. The School is also accredited by The Western Association of Schools and Colleges.

At present 940+ students, ages 3-18, are on BSM's roll and 43 nationalities are represented. British children make up 28%, Filipino 22%, Canadian 10%, Australian 10% and American 7% of the total population.