

The British School Manila has an urgent requirement for an on-the-job trainee who will assume the following position in **October 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 resume to the following School representative. Please indicate the number of hours required for your internship/on-the-job training.

#### **Leo Carlo Sarion**

Human Resources Officer

Telephone No.: 860.48.00 local 1152

Email Address: [csarion@britishschoolmanila.org](mailto:csarion@britishschoolmanila.org)

Website [www.britishschoolmanila.org](http://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.**

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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 accredited by the Council of International Schools (CIS) and also a member of The Federation of British International Schools in Asia (FOBISIA) and The Independent Association of Prep Schools (IAPS).

At present 950+ students aged 3-18 are on BSM's roll and 41 nationalities are represented. British children make up 29%, Filipino 22%, Canadian 10%, Australian 9% and American 7%, of the total population.