



# PULSE DIGITAL NETWORK CORPORATION

## Job Vacancy

### TECHNICAL SUPPORT STAFF (Full Time)

#### Qualifications:

- Candidate must have a computer science/information technology or any related college degree
- Preferably 1 year work experience.
- Applicants must be below 25 years old.
- With pleasing personality and good moral character.
- Required skill(s): PC assembly, hardware and software troubleshooting, and networking.
- Strong analytical and problem solving skills
- Good interpersonal skills and communication skills.
- Flexible and with ability to work well under pressure and tight deadlines.
- Able to start immediately or with short notices.
- Knowledge in Linux, Unix, and Open office and with experience in end user technical support including MS Office, Win 2K/XP is a plus.
- Must have a driver's license.

### COMPUTER SECRETARY (Full Time)

#### Qualifications:

- Preferably college graduate of computer secretarial, office management, or any related course
- Preferably with 1 year work experience.
- Applicants must be below 25 years old.
- With pleasing personality and good moral character
- Excellent communication skills.
- At least 1 year working experience in using Microsoft Office.
- Flexible and with ability to work well under pressure and tight deadlines.
- Able to start immediately or with short notices.
- Must be well organized in filing and documentation.

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#### *Applicants must bring with them the following:*

1. Biodata / Resume
2. Transcript of Records (TOR)
3. Diploma
4. 2 pcs. 1x1 ID photo
5. Police Clearance and NBI Clearance
6. Tin no. and SSS no.
7. Long Envelope