

MICROCADD INSTITUTE INC.

JOB VACANCIES

AUTOCAD OPERATOR

- Knowledgeable in Manual Drafting, AutoCAD 2D and 3D, Photoshop is an advantage.
- Candidate must possess at least a Bachelor's/College Degree , Architecture, Engineering (Civil) or equivalent
- Customer Oriented and a team player
- Can work with minimum supervision
- Fresh graduates/Entry level applicants are encouraged to apply
- 3 Full time position(s) available

ACCOUNTING SUPERVISOR/STAFF

- Graduate of BS Accountancy or any related Course
- With at least 1 to 2 years experiences in related field
- Knowledgeable in different accounting matters
- Analytical and keen to details
- Fresh graduates are encourage to apply
- 2 Full time position(s) available

Look for **Ms. Elly**

Contact us at **995-8535/0922-862-2347/0925-521-2253**

Email us at microcadd_applicants@yahoo.com

402 Doña Consolacion Bldg. Araneta Center, Cubao Quezon City

MICROCADD INSTITUTE INC.

JOB VACANCIES

FULL TIME AUTOCAD INSTRUCTOR

- Candidate must possess at least a Bachelor's/College Degree in Architecture, Engineering (Civil) Mechanical Engineer, Fine Arts, Interior Design or related courses
- Applicants must be willing to work in CUBAO, SM NORTH EDSA, SM MANILA.
- Has good public speaking ability, leadership, good analytical and technical skills and has passion in learning and sharing of knowledge
- 10 Full time position(s) available

CAE INSTRUCTOR (FULL TIME AND PART TIME)

- Candidate must possess at least a Bachelor's/College Degree in Architecture, Engineering (Civil) Mechanical Engineer, Fine Arts, Interior Design or related courses
- Applicants must be willing to work in CUBAO, SM NORTH EDSA, SM MANILA.
- Has good public speaking ability, leadership, good analytical and technical skills and has passion in learning and sharing of knowledge
- 10 Full time position(s) available

THE QUALIFIED APPLICANT

- Will be trained in different courses such as AUTOCAD, ADVANCED AUTOCAD, REVIT, ARCHITECTURE, STRUCTURAL, SMEP, 3D MAX ARCHITECTURE, COST ESTIMATE, MS PROJECT, ETC.
- Will teach the abovementioned courses
- Will help develop/ revise manual for the following courses
- May conduct demos in prestigious companies and important people
- Will need to be trained and be an expert in the latest softwares in the market

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SALES & MARKETING STAFF

- Candidate must possess at least a Bachelor's/College Degree in Marketing, Management, or any related courses
- Undergraduate but with at least 2 years experiences is also welcome to apply
- Required language(s): English, Filipino
- Knowledgeable in business correspondence
- Knowledgeable in Microsoft office
- At least 1 year(s) of working experience in the related field is required for this position.
- Willing to do field work
- 5 Full time position(s) available

FRONTDESK STAFF

- Candidate must possess at least a Vocational Diploma / Short Course Certificate, Bachelor's/College Degree, any field.
- No work experience required.
- Can work with or without supervision
- Highly Trainable and can lead people
- Can speak with both English and Filipino
- Willing to be assign at any Microcadd Branches
- 5 Full-Time position(s) available

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Thorough training on how to be an instructor and expert advisor on abovementioned courses

- Being paid while undergoing training...
- Will get national and international certifications
- May have career advancement in less than 1 year*
- Meet colleagues and new peers
- May conduct demos in prestigious companies and important people

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