



Mandala Spa & Resort Villas in Boracay is looking for a few good people to join our organization.

**Build Your Career With Us.**

**and BE A PART OF THE PHILIPPINES' LEADING DESTINATION RESORT AND SPA!**

#### **Finance officer**

- Accounting graduate and must be CPA or with acquired experienced
- Knowledge and knows taxation computation
- With knowledge in making a Financial statement (FS)
- Good leadership skills and can work with minimum supervision
- Computer literate (Microsoft, word, excel)
- Can easily adjust to new environment
- Willing to be relocated in Boracay Island

#### **Reservation Officer**

- Graduate of four years related course
- Good English communication skills
- Computer literate (Microsoft, word, excel)
- Good and quick in checking and replying to email and telephone inquiries
- Pleasing personality (Female)
- With good initiative and pays attention to details

#### **Front Office Associate**

- Bachelor/college degree in hospitality/tourism/hotel management or equivalent
- Good in English (Speaking and writing)
- Pleasing personality with good initiative
- Possesses good communication skills with strong sense of customer service
- Computer literate (Microsoft, word, excel)
- Willing to work on shifting schedule and to be relocated in Boracay Island

### **Digital Marketing Officer**

- Graduate of any related course
- Create digital marketing campaigns for online channels like websites, apps and social media
- Develop market research surveys and work with marketing and PR to add digital media into current advertising campaigns
- Write engaging content for websites, email and social media
- Design and write e-communications and make information and advertising more interactive

### **Massage Therapist**

- College graduate. A degree in Nursing, Physical Therapy and any medical background is an advantage
- Honest and responsible
- Willing to be trained
- Female between 20-25 years' old
- Fresh graduate/entry level applicants are encouraged to apply
- Willing to work and relocate in Boracay Island

Interested applicants may send CV/Resume at [recruitment@mandalasp.com](mailto:recruitment@mandalasp.com)

Contact: (036) 288-4593/ (036) 288-5858