

(As of November 4, 2022)



Bulacan State University

Central Human Resource Management Office

Invite applicants for:

One (1) School Supply Store Supervisor (Contract of Service)

for the **System Resource Generation Office** with the following **QUALIFICATIONS**:

- **Education:** Graduate of any business course
- **Training:** None required
- **Experience:** Experience in general merchandising and in-depth knowledge in stocked merchandise is an advantage
- **Eligibility:** None required
- **Skills:** Exceptional customer service skills; organizational skills and attention to detail.

DUTIES and RESPONSIBILITIES:

- Keeping the store fully stocked;
- Maintaining the highest level of visual merchandising and store conditions;
- Delivering exceptional sales services for improved customer satisfaction;
- Interacting with customers and identifying their needs and preferences;
- Operating cash registers and point-of-sale machines;
- Labeling items for pricing, storage, and transfer.
- Receiving and verifying the quality and quantity of new shipments;
- Enforcing in-store security and health and safety procedures and regulations

ALL APPLICATIONS MUST CONTAIN THE FOLLOWING DOCUMENTS (scanned):

- Application letter addressed to the University President **Dr. Cecilia S. Navasero-Gascon**;
- Resume with one (1) **Recent passport-sized picture**;
- Fully Accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212 Revised 2018) which can be downloaded at www.csc.gov.ph (if contracted by government agency);
- Performance rating in the last rating period (for private companies/ institution) / IPCR for government;
- Photocopy of the following supporting documents: (Original copies shall be presented for validation)
 - Transcript of Records
 - Diploma
 - Certificate of Grades (number of units earned in Graduate Studies (if applicable)
 - Seminar / Certificates attended for the last five (5) years
 - Certificate of Board of Ratings / Eligibility (if applicable)
 - Certificate/s of Employment signed by previous employer.

NOTE:

The University highly encourages all interested **QUALIFIED** applicants including persons with disability (PWD), members of indigenous committees and those with diverse sexual orientation and gender identity and expression (SOGIE) to apply.

The applicants will not be discriminated on the account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity or political affiliation.

Qualified applicants are advised to send their application to chrmo.recruitment@bulsu.edu.ph.

Deadline of application is until [November 14, 2022](#).

APPLICATIONS WITH INCOMPLETE DOCUMENTS WILL NOT BE ENTERTAINED.

In line with the IATF guidelines, the CHRMO is strictly taking precautionary measures and will be doing the hiring process online.

Please be guided accordingly.

Thank you.


ISABELITA C. BENEDICTOS
Director, Administrative and Management Services and
Assistant Director, Central HR-RSA