## **Job Title: Executive Assistant to CEO**

Company: our organization  
 Work Location: Malate, Manila ( housing provided)

### **Company Overview**

our organization is a multi-sector enterprise based in the Philippines, with primary ventures including:

* A proprietary e-commerce brand (specializing in garlic-based food products)
* AI applications and SaaS platform development

We combine traditional business sensibilities with modern innovation to build market-relevant, scalable products.

### **Position Summary**

This role provides **private lifestyle and operational assistance** to the CEO. It is **task-driven**, meaning there are no fixed working hours — you’re only required to complete tasks as needed. When tasks are completed, your personal time is your own: you may go out if you choose to live in, rest, watch TV, or do other activities as long as you do not interfere with the CEO's work.

**Key responsibilities include:**

* Handling personal errands, logistics, purchases, and delivery-related tasks
* Driving the CEO to meetings and appointments
* Assisting with minor administrative, procurement, and office-related matters
* Supporting any internal ad hoc assignments

**Requirements (Applications not meeting all criteria will be disqualified):**

**Gender: Male or Female**

**Status: Single, no children**

**Education: Bachelor's degree or higher (from any recognized university)**

**Personality Type: MBTI result must be ENTJ or INTJ (verified before hiring)**

**Experience:**

* **Female applicants: Prior work in admin, accounting, or relevant office roles**
* **Male applicants: Prior work in admin, accounting, relevant office roles, or related experience**

**Driving:**

* **Female applicants: Valid driver's license with at least 1 year of driving experience**
* **Male applicants: Must be able to drive, possess a valid driver's license, and own a motorcycle**

**Residency: Must be willing to live in full-time (live-in arrangement is for communication and convenience; no restrictions on freedom)**

**Physical Requirements:**

* **Female applicants: Height at least 165 cm (5'5"), weight proportional and not exceeding 52 kg**
* **Male applicants: Must have a fit physique — neither overweight nor underweight**
* **General: Must be physically healthy and fit to perform duties effectively**

### **Compensation**

* **Monthly total salary: ₱35,000 PHP - ₱45,000 PHP**
  + Includes:  
    - **Base salary** (fixed portion)
    - **Performance-based bonus** (evaluated monthly; deducted in part or full if performance issues arise)
* Bonus deductions are processed following proper internal review protocols and in **full compliance with Philippine labor laws**
* All government-mandated benefits and contributions (SSS, PhilHealth, Pag-IBIG, etc.) are included
* Employment is under a **formal, legally compliant contract**

### **Work Arrangement**

* **Type:** Full-time,
* **Schedule:** No fixed hours; task-driven structure
* **Personal Time ( if live in) :** You are free to go out, rest, or enjoy entertainment when duties are completed

### **Contact**

Only candidates who meet all criteria should contact:

❗Applicants who do not fully meet the stated requirements **will not be considered**. Do not apply if you do not qualify.