



AMERICAN BATTLE MONUMENTS COMMISSION

Manila American Cemetery

Vacancy Announcement No : **ABMC 2019-005**

POSITION : **Parking Attendant**
2 Positions

AGENCY/LOCATION : American Battle Monuments Commission
Manila American Cemetery
McKinley Road Fort Bonifacio
Taguig City Philippines

OPENING PERIOD : September 9 – 24, 2019

WORKING HOURS : Full time; 40 hours/week

SERIES/GRADE : LES – 2

SALARY : Php 314,148 gross p.a.

WHO MAY APPLY : All Interested Candidates
(Philippine Residents Only)

Security Clearance Required : Local Security Certification
e.g., NBI, Police Clearance and Barangay Clearance
This will be required when an applicant is selected for the vacancy

MAJOR DUTIES AND RESPONSIBILITIES

This position works primarily at the Manila Visitor Center. Greets and assists incoming visitors to parking areas or parking spaces, using hand signals or flashlights as necessary. Manage parking and traffic control in assign area and monitor all surface and garage parking areas for facility. Monitor the Manila Visitor Center parking area to ensure proper flow of incoming and outgoing visitors with courtesy and maintain count of all vehicles. Keep parking areas clean and orderly to ensure that space usage is maximized. Manage and resolve all customer queries and control traffic at entrance and exists at all times and perform repairs on all parking equipment if required. Performs regular patrol on the parking areas and provide assistance to visitors to locate vehicle if required. Ensures compliance to all safety regulations and company policies and inform management in case of violations. Evaluates parking to ensure optimal utilization of area and maintain safety of all guests. In addition, performs manual labor of ground maintenance within assigned areas.

DESIRED QUALIFICATIONS

- Education: At least High School Graduate.
- Prior work experience: Two years' work experience as parking attendant or valet service.
- Skills: Must have professional appearance and attitude. Must be courteous in dealing with visitors at all times.
- All applicants under consideration will be required to pass medical and security certifications.

BENEFITS

The compensation package includes health and life insurance, separation and other benefits in accordance with the U.S. Embassy Local Compensation Plan.

APPLICATIONS

- Interested applicants must submit an application letter and a comprehensive resume.
- Applications must be submitted via email only to yarinh@abmc.gov no later than September 24, 2019, 11:59 p.m.
- For further inquiries you may call (02) 844-0212 / (02)813-2521

SELECTION PROCESS

Applicants are notified via email. All applicants must be legally eligible to work in the Philippines.

EQUAL EMPLOYMENT OPPORTUNITY

The American Battle Monuments Commission is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, religion, national origin, or physical or mental disability.