



One Point Contact Inc.

August 16, 2019

**PAMANTASAN NG LUNGSOD NG MANILA
INTRAMUROS, MANILA**

Greetings!

Dear **Atty. Sandra Jill S. Santos**,

We are **One Point Contact Inc.** located at 833 F. Pike St., Bagong Ilog, Pasig City. We offer maintenance, repair and sales of **ATM machines**. We provide services for almost 80% of Commercial Banks nationwide.

Currently, we have a need for the following **Job Vacancies**

1. **Field Engineers/ Computer Technicians**
2. **Accounting Assistant**
3. **Customer Service Associate**
4. **Office Staff**

These are just some of the vacant positions that we are looking and we would like to ask for your assistance to be able to get quality applicants.

Attached are pertinent documents for accreditation. We are hoping this would be the start of our wonderful partnership.

You may also invite us in case of **Job Fairs**.

Hoping to hear from you soon.

Best Regards,


Cecille Santos

HR- Officer

One Point Contact Inc.

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