

Description: Accounting Controller Officer

Job Purpose: The controller position is accountable for the accounting operations of the company, to include the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budgets designed to mitigate risk, enhance the accuracy of the company's reported financial results, and ensure that reported results comply with generally accepted accounting principles or financial reporting standards.

Principal Accountabilities:

Management

1. Maintain a documented system of accounting policies and procedures
2. Manage outsourced functions
3. Oversee the operations of the accounting department, including the design of an organizational structure adequate for achieving the department's goals and objectives
4. Oversee the accounting operations of subsidiary departments, especially their control systems, transaction-processing operations, and policies and procedures.

Transactions

1. Ensure that accounts payable are paid in a timely manner
2. Ensure that all reasonable discounts are taken on accounts payable
3. Ensure that accounts receivable are collected promptly
4. Process payroll in a timely manner
5. Ensure that periodic bank reconciliations are completed
6. Ensure that required debt payments are made on a timely basis
7. Maintain the chart of accounts
8. Maintain an orderly accounting filing system
9. Maintain a system of controls over accounting transactions

Reporting

1. Issue timely and complete financial statements
2. Coordinate the preparation of the corporate annual report
3. Recommend benchmarks against which to measure the performance of company operations
4. Calculate and issue financial and operating metrics
5. Manage the production of the annual budget and forecasts
6. Calculate variances from the budget and report significant issues to management
7. Provide for a system of management cost reports
8. Provide financial analyses as needed, in particular for capital investments, pricing decisions, and contract negotiations

Compliance

1. Coordinate the provision of information to external auditors for the annual audit
2. Monitor debt levels and compliance with debt covenants
3. Comply with local, state, and federal government reporting requirements and tax filings

Additional Accountabilities:

1. If the company is publicly held, then add a requirement to be responsible for the filing of quarterly and annual reports with the Securities and Exchange Commission

Supervises: All Accounting Staff

Qualifications:

- Female, 25 to 35 years old
- With at least 2 to 3 years experience as an accounting manager or controller
- Graduate of any 4-year Accounting or Business related course
- Team player, hardworking, self-motivated, and requires minimal supervision
- Knowledgeable with Microsoft Office applications (Word, Excel, PowerPoint)
- With good to excellent written and verbal communication skills

Salary Range:

- Php (depending on experience and qualification)

Description: Publications Coordinator

Job Purpose: Responsible for organizing and distributing multiple academic and IT publications. Fulfills a variety of duties, playing the roles of both marketing specialists and layout designers.

Job Duties:

- Capable of creating and organizing modules, syllabus, course matrix, and the like for different academic and IT subjects.
- Oversee the production and development of various types of academic and IT modules, textbooks, worksheets, programs, softwares, teachers' resources, and other learning materials.
- May involve writing articles, editing content written by others and checking material to ensure it is accurate and free of plagiarism.
- In charge of managing the Book Development staffs to ensure that deadlines are met and the content meets publication guidelines.
- Coordinates with the Sales Manager for inputs on market needs and strategies to ensure that the best quality and saleability of the publications are met.
- Performs marketing and promotion design services for the Sales Team.
- Coordinates with the Courseware Development Coordinator to be able to produce other Multimedia resource related to the subjects.
- Coordinates with the Authors, Editors, and Consultants to ensure that the materials follow the guidelines set forth by DepEd and other curriculum resource affecting the development of the materials.
- Coordinates with printers to ensure that the print quality required is met and that delivery of materials are on-time

Skills:

- Publication design
- Advertising campaigns
- Promotional writing
- Media research methods
- Mass communications
- Marketing laws and regulations
- Photography skills
- Image editing skills

Qualifications:

- Female, 25 to 35 years old
- With at least 2 to 3 years experience as publications coordinator and marketing related works in a publishing company
- Graduate of any 4-year Education, Journalism, and or IT related course
- Team player, hardworking, self-motivated, and requires minimal supervision
- Proficient with Microsoft Office applications (Word, Excel, PowerPoint)
- Proficient with different graphic design and desktop publishing tools (InDesign, Photoshop, Illustrator)
- Handles pressures and deadlines effectively and is willing to work during nights and weekends to meet deadlines.
- Organized and have the communication skills necessary to collaborate with other departments and staff members.

Salary Range:

- Php (depending on experience and qualification)

Description: Sales Manager

Job Purpose: Sells products by implementing sales plans; supervising sales staff.

Job Duties:

- Determines annual unit and gross-profit plans by implementing marketing strategies; analyzing trends and results.
- Achieves overall sales operational objectives by contributing regional sales information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining regional sales system improvements; implementing change.
- Establishes sales objectives by forecasting and developing annual sales quotas for regions and territories; projecting expected sales volume and profit for existing and new products.
- Implements national sales programs by developing field sales action plans.
- Maintains sales volume, product mix, and selling price by keeping current with supply and demand, changing trends, economic indicators, and competitors.
- Establishes and adjusts selling prices by monitoring costs, competition, and supply and demand.
- Completes national sales operational requirements by scheduling and assigning employees; following up on work results.
- Maintains national sales staff by recruiting, selecting, orienting, and training employees.
- Maintains national sales staff job results by counselling and disciplining employees; planning, monitoring, and appraising job results.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.

Skills:

- Meeting Sales Goals
- Negotiation
- Selling to Customer Needs
- Motivation for Sales
- Sales Planning
- Building Relationships
- Coaching
- Managing Processes
- Market Knowledge
- Developing Budgets
- Staffing

Qualifications:

- Male or Female, 25 to 35 years old
- With at least 1 to 2 years' experience as an sales manager or sales and marketing related works
- Graduate of any 4-year IT and/or Business related course
- Team player, hardworking, self-motivated, and requires minimal supervision
- Knowledgeable with Microsoft Office applications (Word, Excel, PowerPoint)
- With good to excellent written and verbal communication skills
- Must be willing to do field work assistance in different areas.

Salary and Compensation:

- **Php + Commission + Allowance** (depending on experience and qualification)

Description: HR-Admin Staff

Job Purpose: Recruit and screens applicants and ensure that all company memorandums and or policies are being implemented to employees.

Job Duties:

- Develop and implement company policies and assist other departments on the implementation of policies.
- Recruit and screens applicants by advertising job openings and or call applicants.
- Conduct hiring process to the applicants such as interview, examination and job orientation.
- Laying out the rules, scope of work and job description to successful applicants.
- Communicate with employees regarding their inquiries about salary, work loads, work problem, company rules, and other concerns.
- Communicate with other department officers regarding recruitment process, regularization of staff and other important matters.
- Encoding and keeping background information of the employees.
- Assist to administrative tasks given by the President and or General Manager
- Directly reports to the President and General Manager
- Can manage schedules and appointments of officers

Skills and Competency Requirements:

- Must have wide knowledge and expertise in administrative and business works.
- Must have wide knowledge in organizational policies and ethics.
- Knowledge and ability to develop and implement company policies.
- Can communicate well with other development officers.
- Knowledge in hiring effective and deserving staff.
- Must have knowledge and ability to conduct recruitment process.
- Knowledge in implementing effective policies.
- Must be keen and goal oriented.

Qualifications:

- Male or Female, 23 to 30 years old
- With at least 1 year experience as HR personnel in one organization
- Graduate of Psychology, Human Resources Management, and Business related course.
- Team player, hardworking, self-motivated, and requires minimal supervision
- Knowledgeable with Microsoft Office applications (Word, Excel, PowerPoint)
- With good to excellent written and verbal communication skills

Salary Range:

- Php (depending on experience and qualification)

Description: Account Executives (Seasonal-September to October)

Job Purpose: Serves customers (private schools) by selling products; meeting customer needs.

Job Duties:

- Services existing accounts, obtains orders, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.
- Adjusts content of sales presentations by studying the type of school client and/or key person.
- Focuses sales efforts by studying existing and potential volume of students.
- Adjusts price accordingly or if necessary depending on the needs of the client but considers a win-win situation for the company and client.
- Keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses.
- Monitors competition by gathering current marketplace information on pricing, products, new products, delivery schedules, merchandising techniques, etc.
- Recommends changes in products, service, and policy by evaluating results and competitive developments.
- Resolves customer complaints by investigating problems; developing solutions; preparing reports; making recommendations to management.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Provides historical records by maintaining records on area and customer sales.
- Contributes to team effort by accomplishing related results as needed.

Skills:

- Customer Service
- Meeting Sales Goals
- Closing Skills
- Territory Management
- Prospecting Skills
- Negotiation
- Self-Confidence
- Product Knowledge
- Presentation Skills
- Client Relationships
- Motivation for Sales

Qualifications:

- Male or Female, 25 to 35 years old
- With at least 1 to 2 years experience as an account executive or sales and marketing related works
- Graduate of any 4-year IT and/or Business related course
- Team player, hardworking, self-motivated, and requires minimal supervision
- Knowledgeable with Microsoft Office applications (Word, Excel, PowerPoint)
- With good to excellent written and verbal communication skills
- Must be willing to be assigned to different areas or provinces such as: Batangas, Pampanga, Pangasinan, Baguio, Bohol, Cebu, Bacolod, Cagayan de Oro, and Davao.

Salary and Compensation:

- Php + Commission + Allowance (depending on experience and qualification)

Description: Warehouse/Logistics Officer

Job Purpose: The main job of this profile is to keep a track of the material that are either being shipped, or being received. He has to maintain an accurate data of the whole process, so that there are no confusions later on. They may have to negotiate with the transport company regarding the freight charges. They have to keep a track of all the material under transport.

Job Duties:

- Plans the exact method of how the products will be transferred from one place to another, and stored properly in the stock areas.
- Know well how a particular product needs to be stocked.
- Know how to pack their products during the transport, so that they are not damaged.
- Provides the technical knowledge to the logistics staff.
- Should be able to implement the best practices.
- Review the existing logistics method, and suggest any betterment that is required.
- If there are any changes being made to the logistic management, then he has to see that the whole process is following the guidelines as now have been proposed.
- Have to deal with the designing, and implementation, of all the documentations that are required for the management of the warehousing system.
- He has to develop methods of tracking the commodities available in the warehouse.
- He has to follow the audit observations, to improve the stocking procedures.
- He has to timely inform the management regarding the dispatch or requirement of a particular product.
- Have to look after the maintenance of the warehouse, equipment, and vehicles used during transport.

Skills:

- Should be able to conceptualize a particular idea, and should be able to execute the ideas into the system.
- Should have effective written and verbal communication skills.
- Should safely keep the resources of the company in his custody.
- He should have good negotiation skills.
- Should be able to train other personnel.
- Should be able to use the computer effectively, to keep a stock of all the material.
- Should be a team player, and should be able to work as a team.

Qualifications:

- Male 25 to 35 years old
- With at least 1 year experience as a warehouse and logistics officer or lead personnel.
- Graduate of any 4-year Business related course
- Team player, hardworking, self-motivated, and requires minimal supervision
- Knowledgeable with Microsoft Office applications (Word and Excel)
- With good written and verbal communication skills
- Willing to work on nights, weekends, early mornings, if there is dispatch of products to be done during delivery seasons.
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Salary and Compensation:

- Php (depending on experience and qualification)