

## Questronix Corporation

Founded in 1987, Questronix Corporation has grown to be one of the largest IT solution provider and systems integrator in the Philippines. We offer best of breed solutions from IT infrastructure to business applications, built on world class technology companies and supported by our certified technical team with proven Filipino expertise and skills available in the country today.



In 1990, Questronix was appointed by IBM as its first business partner for IBM UNIX platform and the company evolved in providing end-to-end solutions that run on IBM technology. After a decade of investment, skills and commitment in working with IBM, Questronix was awarded the Premier Business Partner status, making our company the first Business Partner in the country to be elevated to this exclusive circle.

Our methodology on selecting our technology partners and implementation team for our services ecosystem allows us to deliver consulting-led systems integration focused on open standards, interoperability and proven best practices that result in higher project success rates.

Today, Questronix's solutions suite include Data Center & IT infrastructure, IT Service Management, Security, Business Continuity, Hybrid Cloud Solutions, Mobility Solutions, Enterprise Resource Planning, Business Analytics, Enterprise Asset Management, Enterprise Content Management, Information and Data Management, Business Process Management and Industry Specific Solutions.

Approaching its 30th year in business, Questronix Corporation continuously strives to improve and evolve coupled by its enduring drive to deliver Filipino excellence and workmanship to its clients. As such, it has earned prestigious awards and recognitions – a proud testimony to its achievements that have firmly etched its name in the IT corporate landscape.

### **Office Address**

178 Yakal St., Brgy. San Antonio, Makati, Metro Manila, Philippines

### **Industry**

IT and Software

### **Email your resumes at:**

[joan\\_leonin@questronix.com.ph](mailto:joan_leonin@questronix.com.ph)

[dheatess\\_pineda@questronix.com.ph](mailto:dheatess_pineda@questronix.com.ph)

## Payables and Disbursement Assistant

### Job Description

- Receive supplier's bills and prepare APV for approval by Accounting Manager.
- Perform data entry of APV into MYOB.
- Record APV in the Purchase Journal.
- Prepare Check Payment Request (CPR).
- Prepare CV and check into MYOB.
- Record disbursements in the Disbursement Journal.
- Perform tasks that may be assigned by the Disbursing Officer.

### Minimum Qualifications

- A graduate of Bachelor of Accountancy or Bachelor of Science in Accountancy or equivalent degree with a minimum of 60 Accounting Units.
- At least 2 years of work related experience as Payable Assistant.
  - *Fresh graduates are also welcome to apply.*
- Strong analytical, excellent communication, business, presentation, and social skills.
- Good work ethics and professionalism.
- Proactive and a team player.

### Perks and Benefits

- |                               |                                    |
|-------------------------------|------------------------------------|
| • Paid Holidays               | • Single Parent Leave              |
| • Paid Vacation Leave         | • Special Leave Benefits for Women |
| • Paid Sick Leave             | • Life Insurance                   |
| • Maternity & Paternity Leave | • Medical / Health Insurance       |

### Jobs Summary

#### Job level

Fresh Grad / Entry Level

#### Job category

Accounting and Finance

#### Educational requirement

Graduated from college

# Marketing Assistant

## Job Description

### TeleMarketing and Lead Generation Campaign:

- Lead Generation Campaign, specifically the following:
  - Oversees and monitors the implementation of the telemarketing program of the department.
  - Ensures that leads generated from the campaign are adequately evaluated.
  - Ensures that sales lead generated from the campaign programs are endorsed accordingly to the sales department.

### Internal Events:

- Organizes events being undertaken by the company which are not promotional in nature whenever necessary.

## Minimum Qualifications

- Bachelor's degree in Computer Science, Information Technology, Management, or any Business related course.
- Exposure in marketing and/ or advertising and promotions is an advantage.
- Proficient in technology and computer application.
- Above average intelligence business understanding.
- Excellent and effective communication, telemarketing, and presentation skills.
- Strong analytical and planning skills.
- Excellent problem-solving and decision-making skills.
- Good customer and public relations skills.
- Good time and stress management skills.
- Pleasing personality.
- Has initiative and can work with the least supervision.
- Results-oriented and responsible.
- Can work effectively with the team.
- Good work ethics and professionalism.
- Open to a flexible schedule and render overtime work when necessary.
- Willing to be assigned to different client sites.

## Perks and Benefits

- |                               |                                    |
|-------------------------------|------------------------------------|
| • Paid Holidays               | • Single Parent Leave              |
| • Paid Vacation Leave         | • Special Leave Benefits for Women |
| • Paid Sick Leave             | • Life Insurance                   |
| • Maternity & Paternity Leave | • Medical / Health Insurance       |

## Jobs Summary

### Job level

Fresh Grad / Entry Level

### Job category

Sales and Marketing

### Educational requirement

Graduated from college

# Software Developer

## Job Description

### GENERAL DESCRIPTION:

Software Developer, also known as Programmer, is generally responsible for the development of software applications.

The Software Developer manages project development and is tasked to do the following in details:

1. Analyzes client requirements to best design system to meet client needs
2. Ensures high quality project development and on time project completion
3. Creatively designs software applications running in cloud and executable using any available device such as desktop/laptop, iPad, mobile and the like
4. Prepares project costing and work program
5. Structures a detailed step by step process flows showing systems logic in order for the application to work
6. Makes necessary recommendations on other software requirements such as upgrades, licensing, etc.
7. Does process mapping, program coding and system debugging
8. Ensures computer systems developed are up and running by conducting high quality internal testing of software application in a controlled environment and real situations before going live
9. Facilitates and leads user & parallel testing, project deployment, systems installation & implementation
10. Leads project implementation
11. Diagnoses and fixes system problems
12. Provides on-site and remote technical support to clients
13. Performs systems modification, integration and maintenance
14. Prepares training and user manuals
15. Conducts user training
16. Keeps accurate records of development processes, project codes & changes and test results
17. Extends assistance to Solutions Specialist when necessary

### Minimum Qualifications

- Proficient in technology and computer application.
- Above average intelligence business understanding.
- Excellent and effective communication, telemarketing, and presentation skills.
- Strong analytical and planning skills.
- Excellent problem-solving and decision-making skills.
- Good customer and public relations skills.
- Good supervisory management and leadership skills.
- Good time and stress management skills.
- Pleasing personality.
- Has initiative and can work with the least supervision.
- Results-oriented and responsible.
- Can work effectively with the team.
- Good work ethics and professionalism.
- Open to flexible schedule and render overtime work when necessary.

**Perks and Benefits**

- Paid Holidays
- Paid Vacation Leave
- Paid Sick Leave
- Maternity & Paternity Leave
- Single Parent Leave
- Special Leave Benefits for Women
- Life Insurance
- Medical / Health Insurance

**Jobs Summary****Job level**

Fresh Grad / Entry Level

**Job category**

IT and Software

**Educational requirement**

Graduated from college

# IT Project Manager

## Job Description

- Conduct project scope from the Client and Internal Management.
- Work with sales, pre-sales, post-sales, and partners to lead project team in service delivery.
- Build project plans and statements of work.
- Track the project status and report to Client and internal management.
- Manage tasks, milestones, and goals.
- Deliver projects on time and on budget.
- Leave customers satisfied.

## Minimum Qualifications

- Bachelor's Degree Major in any of the following:
  - Information Technology
  - Computer Science
  - Management
- Strong analytical and planning skills
- Good communication and presentation skills
- Excellent problem-solving skills
- Good business, presentation, and social skills
- Good work ethics and professionalism
- Proactive
- Team player

## Required Skills

- Relationship Management
- Analyzing Data
- Operations Management
- Project Management
- Business Analysis
- Strategic Planning
- Process Improvement

## Licenses and Certifications

- Project Management Professional
- Project Management Professional Certification

## Preferred Courses

- Technology [Information Technology]

## Perks and Benefits

- Paid Holidays
- Paid Vacation Leave
- Paid Sick Leave
- Maternity & Paternity Leave
- Single Parent Leave
- Special Leave Benefits for Women
- Life Insurance
- Medical / Health Insurance

## Jobs Summary

### Job level

Fresh Grad / Entry Level

**Job category**

IT and Software

**Educational requirement**

Graduated from college

# Systems Engineer

## Job Description

- Job Summary
- Responsible for the planning, design and implementation of hardware and software solution.
- Job Description
- Installation and configuration of HW and software solutions
- Ensure successful transitions of HW and SW solution into production
- Coordinate system development tasks to include design, integration and formal testing
- Provide standard concepts, practices, and implementation procedures within a particular field.
- Create, manage and document system configurations
- Create and maintain programmatic and technical documentation to insure efficient planning and execution

## Minimum Qualifications

- Skills & Abilities
- Knowledge of computer hardware such as basic installation and troubleshooting.
- Knowledge of computer software including applications and programming.
- Ability to work under pressure and time constraints
- Communicates effectively in verbal and writing as appropriate for the needs of the organization and the customers.
- Successfully presents technical information
- Strong coordination, organization, teaming and communication abilities

## Perks and Benefits

- |                               |                                    |
|-------------------------------|------------------------------------|
| • Paid Holidays               | • Single Parent Leave              |
| • Paid Vacation Leave         | • Special Leave Benefits for Women |
| • Paid Sick Leave             | • Life Insurance                   |
| • Maternity & Paternity Leave | • Medical / Health Insurance       |

## Jobs Summary

### Job level

Fresh Grad / Entry Level

### Job category

IT and Software

### Educational requirement

Graduated from college



## **Solutions Specialist**

### **Job Description**

**Solutions Specialist** is generally responsible for the solutions implementation. He/she is also tasked to do the following in detail:

- Acts as RS Project Lead who oversees technical aspects of the project.
- Conducts technical presentation of ready business solution to client.
- Analyzes client requirements to best customize and configure solution to meet client needs.
- Prepares SSO project costing.
- Handles projects/technical works requiring expertise on the assigned business solution such as but not limited to installation and troubleshooting.
- Performs solution customization and configuration.
- Ensures configured solutions are up and running by conducting high quality internal testing in a controlled environment and real situations before going live.
- Facilitates and leads user and parallel testing, project deployment, and systems installation and implementation.
- Leads project implementation.
- Prepares training and user manuals.
- Conducts user training.
- Provides on-site and remote technical assistance to Brand Managers and clients from project scoping, implementation, and after-sales.
- Keeps accurate records of project scope and requirements, solution configurations, project changes, and test results.
- Initiates solutions updates through research and various related trainings.
- Extends assistance to Software Developers when necessary.

### **Minimum Qualifications**

- Proficient in technology and computer application.
- Above average intelligence business understanding.
- Excellent and effective communication, telemarketing, and presentation skills.
- Strong analytical and planning skills.
- Excellent problem-solving and decision-making skills.
- Good customer and public relations skills.
- Good supervisory management and leadership skills.
- Good time and stress management skills.
- Pleasing personality.
- Has initiative and can work with the least supervision.
- Results-oriented and responsible.
- Can work effectively with the team.
- Good work ethics and professionalism.
- Open to flexible schedule and render overtime work when necessary.

### **Perks and Benefits**

- |                               |                                    |
|-------------------------------|------------------------------------|
| • Paid Holidays               | • Single Parent Leave              |
| • Paid Vacation Leave         | • Special Leave Benefits for Women |
| • Paid Sick Leave             | • Life Insurance                   |
| • Maternity & Paternity Leave | • Medical / Health Insurance       |

## **Jobs Summary**

### **Job level**

Fresh Grad / Entry Level

### **Job category**

IT and Software

### **Educational requirement**

Graduated from college