

KBMC JOB VACANCIES

Recruitment Officer

Job Responsibilities

- Place the right candidate in all vacant post.
- Provide immediate resolution or action plans for all recruitment issues.
- Coordinate with accredited Service Provider pertaining to other manpower requirements.
- Prepare comprehensive recruitment reports to the Management on a weekly and monthly basis.

Minimum Qualifications

- Graduate of Bachelor's degree in Psychology or any four (4) year related course.
- With extensive experience in Recruitment from a retail distribution type of operation.
- Minimum of two (2) years work experience under the same capacity with 500 total workforce.
- Good to excellent time management skills.
- A person with definite sense of urgency.
- Good command of English language.
- Has a good judgement and can work independently with unquestionable integrity.
- Computer literate.

Promo Supervisor

Job Responsibilities

- Supervises the promo merchandiser's performance and activities.
- Coordinates between our company and concession outlet officers.
- Ensures the proper maintenance of our displays and availability of our products in all outlets.
- Coordinates with the different departments of company regarding deliveries and pull-outs.
- Performs the following tasks:
 - Monitor and ensure concession store attains sales target.
 - Identify problem / causes for stores performance.
 - Monitor assigned promodiser performance and activities.
 - Ensure promodiser submits reports accurately and on time.
- Monitors and reports all concerns of store to the proper personnel for immediately / prompt action and response to the concerns.
- Ensures store have displayed all products at the best location in the selling area and sufficient inventories.
- Monitors and reports competitors new items, promotion activities and pricing compare to ours.

Minimum Qualifications

- Bachelor's Degree in Business Administration major in Marketing Management or any four (4) year related course.
- 1 to 2 years of working experience.
- Experience in handling promodisers.
- Good in time and personnel management skills.
- Proficiency in MS Office Applications.
- Good Communication, strong organizational skills, problem solving skills and ability to multi-task.
- Excellent in time management skills and ability to prioritize work.
- Diligent and agility with keen to details.

Audit Encoder

Job Responsibilities

- Completes sales data entry efficiently, accurately and in timely manner.
- Validates accuracy of reported sales from Promodizers.
- Monitors price mark-up and mark-down, promotional discounting, sales events, customer orders and others related to sales.
- Recommends pull-out of cancelled customer orders.
- Verifies information from sources.
- Scores and reports clerical errors of Promodizers.
- Analyses the 1-15th sales performance of Promodizers to emphasize the percentage to needed to hit sales target of the branch.
- Maintains updated manual files.
- Strictly comply and perform very well in its tasks that are in accordance to the company's policies and procedures.

Primary Functions

Sales Data Processing; Per account assignment; minimum DSR to encode is 12 per day

- Receiving Process
- Receives DSR (daily sales report)
- Logs all DSR received on their logbook for monitoring and follow-up to sales department
- Makes follow-up calls and email to sales staff and sales coordinators of incomplete reports

System Entry

- Encodes to EXACT system all the reports received
- Verifies the item and price reported by Promodizer from that of the system record
- Post necessary details to system
- Verifies the monthly promotional discount
- Follows concession commission rate
- Ensures that no double entries posted to system
- Complete process of fulfilment and invoicing

Manual Record

- Encode the gross value to excel report
- Updates DSR encoding logbook based on the day-to-day accomplishment
- Monitoring of clerical errors of Promodizers, late submission of DSR and customer order

Sales Performance Percentage

- Review the sales of assigned branch
- Furnishes report emphasize the sales percentage to hit the sales target
- Recommends items for additional deliveries and pull-out
- Monitoring of clerical errors of Promodizers, late submission of DSR

Secondary Function

- Filing of DSR
- Additional manpower to Binondo Bargain event
- Performs other duties and responsibilities as assigned

Reporting Function

- Weekly follow-up of pending DSR to sales department
- Monthly Sales report must be finished on or before the 10th of the following month
- Clerical error, rest day/no sales report submitted every 15th of the following month
- Customer order concern every 15th of the following month
- Partial sales analysis report every 20th of the month
- Quarterly summary report of clerical error

Minimum Qualifications

- Bachelor's Degree in Finance, Accountancy, Banking or equivalent.
- 1-4 Years Experienced Employee specialized in Finance - Audit/Taxation or equivalent.
- Proficiency in MS Office Applications.
- Good Communication, strong organizational skills, problem solving skills and ability to multi-task.
- Excellent in time management skills and ability to prioritize work.
- Diligent and agility with keen to details.

IT Supervisor

Job Responsibilities

- The IT Supervisor supports the Executive in implementing all strategies for all IT Operations
- Responsible for analyzing, implementing, managing, maintaining System and Network Infrastructure and prepare reports for top management
- Design and execute all IT policies and procedures, and assists to integrate various processes to new and existing systems.
- Involve in IT project planning, design and implementation, system control, and IT security
- Administer efficient working of all IT equipment and hardware and manage all communication with operation management team
- Systems Support - confers with other users of other departments to determine their needs and develops management information systems to address such needs
- Responsible in active coordination with IT Solutions products and users of the company
- Identify areas for improvement on processes and implements change
- Oversee efficient working of IT personnel and maintain knowledge on its job functions

Minimum Qualifications

- Bachelor's/College Degree of Computer Science/Information Technology, Computer Engineering of equivalent
- At least 2 years of experience (Supervisor Level/Team Leader) in the related field is required for this position
- Required skills: Database/Network/System Administration, and managing other software application (SAP, MS SQL Server)
- Must be able to handle confidential information with professionalism
- Has an excellent leadership skills and highly motivated
- Good interpersonal and communication skills both verbal and written

IT Staff

Job Description

- Responsible for the HRIS & Payroll System troubleshooting, schedule of meeting with Technical and Users' training/meeting.
- Monitoring and troubleshooting of biometric devices and investigate timekeeping issues.
- Monitoring and reporting of DSL connection problems for both Binondo and Valenzuela.
- Review and evaluation of IT requirements (hardware and software specs, features, etc.).
- Installation, configuration and troubleshooting of OS / Joining of computer to the domain, set-up email outlook including deployment of computers and printers.
- Monitoring and troubleshooting of KBM's network infrastructure (Firewall, Routers, Switches, Modem-routers, Cables)
- Perform other I.T. related functions that may be assigned from time to time.

Minimum Qualifications

- A graduate of Information Technology or any four (4) year computer related course.
- Must have 2 years of working experience in the related field is required for this position
- Definite sense of urgency.
- Good communication skills (written & verbal)
- Has a good judgment and can work independently with unquestionable integrity.
- A strong technical background, planning and presentation skills.
- Excellent comprehension and listening skills.
- With analytical and problem-solving skills.
- Well developed inter-personal skills and ability to work in a team environment.

HR Staff – Employee Relation

Job Responsibilities

- Prepares, discuss and serves related document/s to erring employees for easy understanding of an alleged or proven violation committed.
- Gathers and conducts comprehensive and adequate investigation across all incident report.
- Checks and reviews employees history of any behavioral problem/s and/or committance of a repetitive offense/s which requires counseling. Provides counseling, if deemed necessary. Coordinates with immediate superior for further assistance in all matters related to Industrial Relations.
- Monitors and ensures proper and timely implementation of disciplinary action. Maintains files of disciplinary actions for easy retrieval and reference.
- Communicates and coordinates to accredited manpower agency following the receipt of Incident Report concerning contractual employee's commission of an offense. Makes follow-through to ensure closure of the case.
- Perform other duties as may be assigned from time to time.

Minimum Qualifications

- Graduate of Psychology or any four (4) year related course.
- With extensive experience in handling administrative cases, conducts counseling and thorough investigation
- Analytical and has good independent judgement
- Mature and has excellent interpersonal skills
- Can work with minimal supervision
- Computer literate

Admin Officer (cum Executive Assistant)

Job Responsibilities

- Provide administrative support to top management and the company through organizing administrative functions, duties, and activities.
- Responsible in execution from variety to complex administration duties in support to the needs and requirements of top management.
- Review operating practices and procedures in order to determine whether improvements can be made in areas such as workflow, reporting procedures, or expenditures.
- Manage Executives' schedules including coordination of calendar meetings, report presentation, travel arrangements if necessary.
- Oversee the office purchases requirements and handle the Purchase Orders (PO) & Request for Check Payment (RCP).
- Handle and screen incoming calls, mail and email invitations for Executive.
- Coordinate and collate information/reports from every department for Executive review.
- Assist initial scrutiny that is tasked by Management but not limited to IT and HR related concerns.
- Perform other tasks that may be assigned by Management from time to time.

Minimum Qualifications

- A graduate of Bachelor's/College Degree in Business Studies/Administration/Management or equivalent
- With minimum 5 years solid experience in administrative and secretarial functions in retail growth industry environment.
- **Preferably with experience in leading the Admin Department**
- **Has the personality to PUSH others and leads the group to achieve best result**
- With good oral and written communication skills
- Proficient in providing information and communication management
- Must have the ability to multi-task, has initiative and mature enough to be able to adapt pressure at work
- Highly organized and with strong attention to details
- With experience in Project Management
- High computer literacy

Sales Staff

Job Responsibilities

- Take orders from customers or from agents.
- Take down list of items to be pulled out for deduction & for service called in by customer
- Attend and take down inquiry from customer(s).
- Inform customer the schedule or any concern regarding delivery.
- Follow up/coordinate status of orders, delivery schedule and orders
- Log items not serve due out of stocks
- Issue transmittal form for everyday P.O.
- Encode S.O. for Automatic Sales report.
- Report discrepancy delivery to the person in charge.
- Request collectibles Status
- Inquire stocks availability and status

Minimum Qualifications

- Graduate of Business Administration or any four (4) year related course.
- Analytical and has good independent judgement
- Mature and has excellent interpersonal skills
- Can work with minimal supervision
- Computer literate

Inventory Auditor

Job Responsibilities

- Performs comprehensive procedural audits and internal control audits
- Identifies causes of discrepancies and irregularities in sales figures
- Reconciles inventory counts to book balance and take corrective action as required
- Ensures item is tacked and accounted for accurately
- Provides concrete reports on audits in written and verbal form
- Performs inventory counts at concession branches and warehouses
- Sets up suggestions to develop and upgrade current processes
- Maintains positive working relationships with management and audit teams
- Other duties may be required

Minimum Qualifications

- Bachelor's degree in Accounting, Internal Audit or equivalent
- At least 1-2 years of working experience in auditing and/or combination of accounting and auditing (fresh graduates is optional)
- Excellent communication (both written and verbal) skills are required

Field Collection Staff

Job Responsibilities

- Follow-up of payments thru phone, email or client visits
- Recording of Accounts receivable documents
- Preparation and filing of various reports
- Perform clerical and general office support functions
- Perform other duties that may be assigned from time to time

Minimum Qualifications

- Graduate of any 4 year course in Business Administration or Math related course, or at least College level
- With 1 year minimum experience that deals with collection
- Proficient in computer applications
- Can work with minimum supervision, honest, trustworthy, hardworking and flexible
- Keen to details and has the ability to coordinate
- Good communication skills
- Willing to render overtime as need arise
- Willing to do field work
- Familiar with different areas within Metro M

Accounts Payable Staff

Job Responsibilities:

- Documentation of required government report attachments
- Recording of transactions related to government reporting requirements
- Preparation of summaries and schedules for BIR purposes
- Filling of tax returns and other documents
- Other task that may arise due to the need of the requirement.

Minimum Qualifications

- Graduate of any (4) years Business Administration course preferably in Accountancy, Finance or with units in Taxation and computer subjects
- Fresh Graduates are Welcome to Apply
- With high degree of accuracy and attention to details
- Excellent in time management skills and ability to prioritize work.
- Proficiency in MS Office Applications
- Possesses diligence and agility
- Can work with minimum supervision