

Instructions:

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 - 2) Search will commence once submitted to HR with complete requirements & data.
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- Note: Approval of the CEO & PRESIDENT and/or CFO is necessary for requisitions for new (unbudgeted) headcount/ position.*

EMPLOYEE REQUISITION FORM (ERF)

DETAILS OF REQUISITION

Date Requested:	<input type="text" value="SEPTEMBER 10, 2025"/>	Employment Status:		
Position/ Job Title:	<input type="text" value="LOGISTICS MANAGER"/>	<input type="checkbox"/> Regular Employee	<input type="checkbox"/> Contractual/ Project Employee	
Dept/ Org.:	<input type="text" value="Logistics"/>	<input type="checkbox"/> Consultant	<input type="checkbox"/> OJT	
		<input type="checkbox"/> Others:	<input type="text"/>	
Job Classification	<input type="checkbox"/> Executive	<input type="checkbox"/> Sr. Manager	<input checked="" type="checkbox"/> Manager/ Jr. Manager	
	<input type="checkbox"/> Supervisor	<input type="checkbox"/> Entry Level		
Reporting to:	<input type="text"/>	Target Start Date:	<input type="text" value="OCTOBER 1, 2025"/>	

REQUESTING ORGANIZATION

<input type="checkbox"/> Metro Pacific Investments Corp. (MPIC)	<input type="checkbox"/> Empower Venture Partners Holdings Inc. (MVPHI)
<input type="checkbox"/> Metro Pacific Health Tech (MPHTC)	<input type="checkbox"/> Others <input type="text" value="Metro Pacific Fresh Farms (MPFF)"/>

PURPOSE OF REQUISITION

<input checked="" type="checkbox"/> New requirement	<input type="checkbox"/> Replacement for resigned employee
<input type="checkbox"/> Replacement for transferred employees	<input type="checkbox"/> Temporary requirement
Budget: <input type="checkbox"/> Budgeted	
<input type="checkbox"/> Unbudgeted (for approval)	
Approved by:	<input type="text"/>
	<small>Name & Signature</small>

JOB SPECIFICATIONS

Job Objective

These are the general responsibilities and descriptions of key tasks and their purpose, relationships with customers, coworkers, and others, and the results expected of incumbent employees.

Logistics Manager primary role is to organize the inventory stocks and distribution of finish goods to customers.
Ensure that the right products are delivered to the right location on time, in full and at good cost.
Involved in transportation, stock control, warehousing and monitoring the products flow from production plants - warehouse – customers.

Work and professional experience required

1. 5-10 Years Experience in warehousing, inventory management and outbound logistics operations preferably FMCG.
2. Knowledgeable in computer skills including Microsoft Excel, Word, PPT and Outlook.
3. Familiar in Priority System or ERP Software system related to inventory, material management, sales and distribution modules.
4. Proven experience as a logistics manager or similar position preferably FMCG companies.
5. BA/BS Degree Holder. Logistics, Supply Chain or IT/Computer Science related Courses.

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Ideal personality or behavioral competencies.

e.g. Can handle very stress full situations due to tight deadlines and other requirements of the business.

1. Time management skills; ability to multitask and prioritize tasks to handle multiple priorities in a fast-paced environment.
2. Ability to successfully engage and lead individual and team discussions and meetings.
3. Goal Oriented.
4. Ability to work under pressure to meet tight deadlines.
5. Capable of working with peers and associates from other departments, customers, and other companies in a proactive and constructive manner.
6. Efficient in the handling of the company's products and supplies
7. A reliable professional with excellent record-keeping abilities.
8. Keen to details and has a business mindset.
9. Has good insight.
10. Highly proficient in Excel
11. Analytical with strong Microsoft Excel skills
12. Excellent knowledge of data analysis.
13. Working knowledge of logistic/inventory management software
14. Ability to accurately track inventory and create reports
- 15 Excellent organizational and planning skills
16. Reliable and trustworthy and admirable work ethic.
17. Willing to blend in an organization with different nationalities specifically Israeli's.

Primary Responsibilities/ Duties

Identify tasks that comprise about 90 to 95 percent of the work done and listing tasks in order of the time consumed (or, sometimes, in order of importance)
e.g. Perform Financial Analysis to support the business. Maximize shareholder value through optimal financing.

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EMPLOYEE REQUISITION FORM (ERF)

JOB SPECIFICATIONS

1. Examines shipping costs and negotiates with carriers to reduce shipping expenses through 3rd party service providers.
2. Monitors and evaluates shipping reports to effectively schedule and plan freight for outgoing finished goods and sales orders.
3. Studies shipping notices, bills of lading, dashboards, orders, and other records to determine shipping priorities, work assignments, and shipping methods required to meet shipping and receiving schedules, utilizing knowledge of shipping procedures, routes, and rates.
4. Manages the functions related to receiving incoming freight and packages, inspect rejects, record shortages and approves loads per policies
5. Directs the unloading and storage of goods by warehouse locations
6. Manages shipment processes, including receiving shipment pick list, locating deliveries, packaging requirements, labelling, loading shipments per restrictions and customer specifications
7. Manages finished goods shipment processes, including packaging, outsourcing, loading, and document generation and approval
8. Prepares shipping documents for shipments. Collaborates with sales, scheduling and production to achieve the Company's key customer metric of On-Time and In-Full Delivery (OTIF) and maintain accuracy of customer shipments.
9. Schedules maintenance of company-owned vehicles
10. Maintains accuracy of inventory by performing cycle counts and physical inventories Assures that all department employees are adequately trained, assesses the performance of department members, recommends pay changes and disciplinary action for employees in accordance with company policies.
11. Supports process improvement activities.
12. Ensure that all warehouses/hub and logistics employees comply with the company policies and standard operations procedures.
13. Check and monitor the daily physical inventory of stocks per warehouse and validate the manual record vs. the actual inventory
14. Preparing monthly logistics reports. OTIF, unserved, booked vs. delivered, cost to sales and utilization reports including fleet and warehouses/hubs.
15. Reviewing contracts before submission to the Legal and or Management for approval.
16. Reviewing Team's performance by conducting individual performance review/assessment to improve their capabilities
17. Analyze freight costs and identify cost-saving opportunities.
18. Adjust schedules based on supply availability and transport constraints.
19. Select cost-efficient and reliable transport carriers.

What Skills or required certifications or licenses are needed?

e.g. CPA, MBA, MS. Finance but not required

Bachelors / College Degree

Educational Background required

Computer Science, Information Technology or Bachelor's degree related to Supply Chain Operations / Logistics

Years of experience required

5-10 years

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REMARKS:

ASAP. Urgent.

REQUESTED BY (HIRING MANAGER):	ENDORSED BY (DEPARTMENT HEAD):
NAME: ARWIN G. RED	NAME: JOSE MANUEL D. MAPA
SIGNATURE: 	SIGNATURE: 