ORGAITAION CHART

**Job Tittle**

Board Director

**Job Description**

Full timer

**Responsibility**

Board members are the fiduciaries who steer the organization towards a sustainable future by adopting sound, ethical, and legal and financial management policies, as well as by making sure the nonprofit has adequate resources to advance its mission.

**Qualification**

College Graduated Related courses

More than 5 years’ work experience

Female /male

Good Personality

**Benefits**

SSS

PHIL-HEALTH

PAG-IBIG FUND

Health care insurance

Leaved of absents

Over time payments

**Job Tittle**

President/ CEO

**Job Description**

Must have exposure to Marketing and Sales functions.

**Responsibility**

To assist the Chairman in the area of Marketing and Sales

**Qualification.**

Candidate must possess at least a Bachelor's/College

Degree, Secretarial or equivalent

At least 15 year(s) of working experience in the related field is.

Female/Male

Good personality

**Benefits**

SSS

PHIL-HEALTH

PAG-IBIG FUND

Health care insurance

Leaved of absents

Over time payments

**Job Tittle**

SENIOR VP

**Job Description**

must have proven abilities in managing international and local sales teams. He/she will develop and implement sales strategies

**Responsibility**

Responsible for formulating business strategies with the heads of different departments. Assist the administration department for formulating various policies for the organization and its employees. Studies the effects of strategies and policies.

**Qualification**

Candidate must possess at least a Bachelor's/College

Degree , Secretarial or equivalent

At least 15 year(s) of working experience in the related field is.

Female/Male

Good personality

**Benefits**

SSS

PHIL-HEALTH

PAG-IBIG FUND

Health care insurance

Leaved of absents

Over time payments

**Job Title**

ADMIN MANAGER

**Job Description**

Manage general administrative related matters. Responsible for efficient, and effective operation of the company

**Responsibility**

Hiring, training, and evaluating employees, taking corrective action when necessary.

Developing, reviewing, and improving administrative systems, policies, and procedures.

**Qualification**

College graduated related courses

At least 5 years work experiences

Female/male

Good personality

**Benefits**

SSS

PHIL-HEALTH

PAG-IBIG FUND

Health care insurance

Leaved of absents

Over time payments

**Job Tittle**

ADMIN SUPERVISOR

**Job Description**

Supervise the transportation contractor or company cars to ensure daily attending of employees & for emergency cases.

General administration of equipment procurement, office facilities and installation activities

**Responsibility**

responsible to administer the Human Resource function which includes staff selection

**Qualification**

College graduated related courses

At least 5 year(s) of work experience in the related fields is required for position Good personality

Proven experiences as an officer admin supervisor

Female/male

Willing to travel and do field works

**Benefits**

SSS

PHIL-HEALTH

PAG-IBIG FUND

Health care insurance

Leaved of absents

Over time payments

**Job Tittle**

HR

**Job Description**

Graduate related course

At least 2 years work experience

Good personality

Female/male

**Responsibility**

Maintains and enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.

**Qualification**

Graduate related courses

At least 2 years work experience

Female/male

Good personality

**Benefits**

SSS

PHIL-HEALTH

PAG-IBIG FUND

Health care insurance

Leaved of absents

Over time payments

**Job Tittle**

HR SUPERVISOR

**Job Description**

Maintains the work structure by updating job requirements and job descriptions for all positions. Maintains organization staff.

**Responsibility**

Human Resource administration and operations. Administer and process payroll in a timely manner, ensures timely and proper submission of employee contributions.

**Qualification**

College graduated Related courses

At les ast 5 year(s) of work experience in the related fields is required for position

Female/Males

Good personality

**Benefits**

SSS

PHIL-HEALTH

PAG-IBIG FUND

Health care insurance

Leaved of absents

Over time payments

**Job Tittle**

COMPENSATION

**Job Description**

Sourcing of applicant thru Job street, Agency, Peso and Referral based at Manpower requisition form  
Conduct Applicant screening  
Conduct Initial Interview  
Set Schedule for final interview  
Monitor Hiring process  
Submit Dar Report for hiring update

Submit report for newly hired employees  
Follow up Applicants  
Conduct Background Checking  
Responsible for salary negotiation  
Oversee HR Department  
Perform other HR Function assigned from time to time.

**Responsibility**

Responsible in coordinating with Operations with Site Personnel’s Insurance. Must process company’s mandatory benefits. Must assist employee in case of accident at the hospital

**Qualification**

College graduated Related courses

At least 5 year(s) of work experience in the related fields is required for position

Good personality

**Benefits**

SSS

PHIL-HEALTH

PAG-IBIG FUND

Health care insurance

Leaved of absents

Over time payments

**Job Title**

Legal and accident

**Job Description**

To lead, manage, and execute the Safety and legal process

**Responsibility**

To protect the legal and benefits the employees

**Qualification**

College graduated Related courses

At least 5 year(s) of work experience in the related fields is required for position

Good personality

**Benefits**

SSS

PHIL-HEALTH

PAG-IBIG FUND

Health care insurance

Leaved of absents

Over time payments

**Job Title**

Recruitment Officer

**Job Description**

Invites and schedules sourced applicants for interview   
Updates and encodes in the daily applicant monitoring tool   
Conducts background check to further assess applicant’s eligibility   
Prepares contracts and assists in the Recruitment process

**Responsibility**

Posting Job Posting and organizing resumes and Job applications. Administering new employment assessments. Background Checking. Coordinate communication with candidates and schedule interviews.

**Qualification**

Candidate must possess at least Bachelor's/College Degree in any field.

At least 2 Year(s) of working experience in the related field is required

Good personality

**Benefits**

SSS

PHIL-HEALTH

PAG-IBIG FUND

Health care insurance

Leaved of absents

Over time payments

**Job Title**

Training Officer

**Job Description**

Responsible for offering training in a job-specific area. Focuses on teaching specific areas of knowledge or on-the-job capabilities needed for certain positions.

**Responsibility**

 Identify training and development needs within an organization through job analysis, appraisal schemes and regular consultation.

**Qualification**

Candidate must possess at least Bachelor's/College Degree in any field.

At least 2 Year(s) of working experience in the related field is required

Good personality

**Benefits**

SSS

PHIL-HEALTH

PAG-IBIG FUND

Health care insurance

Leaved of absents

Over time payments

**Job Tittle**

Pay roll

**Job Description**

Calculate, total, and balance payroll  
 Handle voluntary and involuntary deductions  
 Enter changes to employee payroll records  
 Create reports for information pertaining to retirement and payroll  
Communicate with employees regarding changes in salary, benefits, etc.

**Responsibility**

Update internal payroll database and ensure timely release of salaries and wages. Collect daily, weekly or monthly timesheets

**Qualification**

Candidate must be a college graduate  
 Experience in HR functions is a plus  
 Proficient in MS Office, Excel & Word  
 Excellent communication and interpersonal skills  
 Strong ethics and reliability

**Benefits**

SSS

PHIL-HEALTH

PAG-IBIG FUND

Health care insurance

Leaved of absents

Over time payments

**Job Title**

SECURITY DPT

**Job Description**

Familiar with standard concepts, practices and procedures within a particular field

**Responsibility**

To protect the legal and benefits the employees

**Qualification**

High graduate

At least 5 year(s) of work experience in the related fields is required for position

Good personality

Physically fit

**Benefits**

SSS

PHIL-HEALTH

PAG-IBIG FUND

Health care insurance

Leaved of absents

Over time payments

**Job Title**

Finance Manager

**Job Description**

[Financial statements](https://www.affluentcpa.com/5-things-need-know-financial-statements/)

handle financial budgeting and reporting

and maintains the financial

**Responsibility**

Broad understanding of the technical issues and ability to keep up with accounting and its rules and regulations.

**Qualification**

Related courses

Finance Management of entire accounting process  
Financial operations business process review, and expenses

Female/male

Good personality

**Benefits**

SSS

PHIL-HEALTH

PAG-IBIG FUND

Health care insurance

Leaved of absents

Over time payments

**Job Title**

Audit Supervisor

**Job Description**

Related courses

Finance Management of entire accounting process  
Financial operations business process review, and expenses

Good personality

**Responsibility**

Audit Supervisor is also in charge of the effective administration of any additional.

**Qualification**

Related courses

Finance Management of entire accounting process  
Financial operations business process review, and expenses

Good personality

**Benefits**

SSS

PHIL-HEALTH

PAG-IBIG FUND

Health care insurance

Leaved of absents

Over time payments

**Job Title**

Teller

**Job Description**

Baking and finance

**Responsibility**

The Customer Service Associate provides competent, caring, fast and accurate service to client's

**Qualification**

Bachelor's/College Degree and Related courses

Finance Management of entire accounting process

Good personality

**Benefits**

SSS

PHIL-HEALTH

PAG-IBIG FUND

Health care insurance

Leaved of absents

Over time payments

**Job Title**

Assistant audit manager

**Job Description**

Accounting

Audit tax service

Responsibility

**Qualification**

Bachelor's/College Degree and Related courses

Finance/Accountancy/Banking or equivalent. At least 1 Year(s) of working experience

Good personality

**Benefits**

SSS

PHIL-HEALTH

PAG-IBIG FUND

Health care insurance

Leaved of absents

Over time payments

**Job Title**

Book keeping

**Job Description**

Handle basic accounts book keeping  
 Assist, check and verify account transactions  
 Manage HR documents (offer letters, resignations, leave forms, etc)  
Work with management to develop necessary control forms (payment requisition form, expenses reimbursement forms, inventory control / movement forms, etc)

Proficient in Microsoft Excel, Word, and software such as UBS, SQL & Autocount.

**Responsibility**

Perform as lead contact between Stellar Philippines and Marketing Partners/End-Clients to provide strategic outcomes.

**Qualification**

Bachelor's/College Degree and Related courses

Finance/Accountancy.

At least 1 Year(s) of working experience

Female/Male

Good personality

**Benefits**

SSS

PHIL-HEALTH

PAG-IBIG FUND

Health care insurance

Leaved of absents

Over time payments

**Job Title**

Bus Operator’s

**Job Description**

Must have own bus with experience

**Responsibility**

To make handle the people’s and risk

**Qualification**

Graduated related courses

At least 1-2 year’s work experience

B**enefits**

SSS

PHIL-HEALTH

PAG-IBIG FUND

Health care insurance

Leaved of absents

Over time payments

**Job Title**

Purchasing manager

**Job Description**

The Senior Purchasing Manager is responsible for the full management of category/is assigned to him/her.

Good commutation

Good personality

**Responsibility**

Support the management of the company.

**Qualification**

Bachelor's degree in Business, Accountancy,

Economics /Financial Management or equivalent.

At least 1 Year(s) of working experience in the related field is required for this position. Preferably 1-4 Yrs Experienced Employee specialized in Clerical/Administrative Support or equivalent.

**Benefits**

SSS

PHIL-HEALTH

PAG-IBIG FUND

Health care insurance

Leaved of absents

Over time payments

**Job Title**

Operator Supervisor

**Job Description**

Handle the risk

**Responsibility**

To manage the bus operator to make good service

**Qualification**

At least HS graduate  
At least 25 years old   
With or without working experience  
Willing to render overtime

**Benefits**

SSS

PHIL-HEALTH

PAG-IBIG FUND

Health care insurance

Leaved of absents

Over time payments

**Job Title**

Chief Dispatcher

**Job Description**

At least 1-2 years’ work experience

**Responsibility**

assisting drivers, cashier and clerical

work rotating shift.

**Qualification**

At least high school graduate

Good communicated

Good personality

**Benefits**

SSS

PHIL-HEALTH

PAG-IBIG FUND

Health care insurance

Leaved of absents

Over time payments

**Job Title**

Chief Inspector

**Job Description**

assisting drivers, cashier and clerical

work rotating shift.

**Responsibility**

The manage the tickets.

**Qualification**

At least HS graduate  
At least 18 years old   
With or without working experience  
Willing to render overtime.

**Benefits**

SSS

PHIL-HEALTH

PAG-IBIG FUND

Health care insurance

Leaved of absents

Over time payments

**Job Title**

Bus Diver

**Job Description**

To make good decisions

**Responsibility**

Someone who transports people between a variety of places including work, school, shopping, and across state borders. Some drive regular routes.

**Qualification**

Candidate must be a High School Graduate/Vocational   
With valid professional Driver's License restrictions 1,2,3   
Can drive Truck/ Bus  
 Excellent driving skills, time management

At least 5’4 in height

**Benefits**

SSS

PHIL-HEALTH

PAG-IBIG FUND

Health care insurance

Leaved of absents

Over time payments

**Job Title**

Conductor

**Job Description**

To make good decision

**Responsibility**

Handle the payments of customers.

**Qualification**

Candidate must be a High School Graduate/Vocational   
With valid professional conductor License   
 Excellent driving skills, time management

At least 5’4 in height

**Benefits**

SSS

PHIL-HEALTH

PAG-IBIG FUND

Health care insurance

Leaved of absents

Over time payments

**Job Title**

Mechanic

**Job Description**

Full timer

**Responsibility**

Verifies vehicle serviceability by conducting test drives; adjusting controls and systems.

Complies with state vehicle requirements by testing engine, safety, and combustion control standards.

**Qualification**

Preferably 1-5 Yrs Experienced Employee specialized in Engineering

Mechanical/Automotive or equivalent. Candidate must have minimum 5 years’ experience as Heavy Equipment Mechanic/Technician.

At least 5’4 n Height.

**Benefits**

SSS

PHIL-HEALTH

PAG-IBIG FUND

Health care insurance

Leaved of absents

Over time payments

**Job Title**

UTILITY

**Job Description**

Ensures cleanliness, orderliness and good working condition of office facilities and equipment. Performs minor maintenance works and security procedures. Does some errands as assigned by Immediate Head to perform urgent matters.

**Responsibility**

Clean designated areas. Deliver and claim documents as requested. Accomplish simple errands such as photocopying, purchases.

**Qualification**

Candidate must be a High School Graduate/Vocational   
At least 1-2 work experience

At least 5’4 in height

**Benefits**

SSS

PHIL-HEALTH

PAG-IBIG FUND

Health care insurance

Leaved of absents

Over time payments