
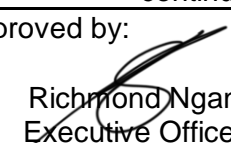


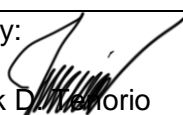
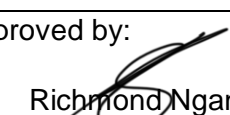
mitsukoshi Motors PHILIPPINES, INC.
JOB DESCRIPTION

POSITION TITLE	: REGIONAL MANAGER
DIVISION/DEPARTMENT	: OPERATIONS
LEVEL	: Manager
REPORTING LINE	
Reports to	: OPERATIONS MANAGER/EXECUTIVE OFFICER/CHAIRMAN
Supervises	: Area Managers, Branch Managers
Internal Contact	: All Departments, Head Office
External Contact	: Customers, Government Agencies such as Barangay/LTO, Municipal/City Government/BIR and DTI, Non-Government institutions

JOB OBJECTIVE:

Responsible for achieving the profitability goal and collections efficiency target of the areas assigned to him including overseeing other services being offered by the Company and provides direction and quality leadership in all assigned tasks while upholding the core values of the company.

DUTIES AND RESPONSIBILITIES	ACCOUNTABILITIES
1. Administrative	<p>1.1 Ensure that the company's strategic initiatives are well cascaded and implemented by the Managers.</p> <p>1.1.1 Conducts periodic meetings to Area Managers to calibrate and cascade initiatives and programs to be delivered.</p> <p>1.1.2 Conduct monthly trainings to Managers in order to equip them with necessary skills needed to efficiently manage the branch.</p> <p>1.1.3 Conduct store visits to assess implementation of regional plans and programs and recommend necessary action plans in partnership with Area Managers.</p> <p>1.2 Ensures sufficient headcount pooling in the Region (hiring and training of personnel)</p> <p>1.2.1 Responsible for final interviewing, hiring and training in the region for managerial position.</p> <p>1.2.2 Accountable for planning, assigning justifying of additional headcount requirement in the region.</p> <p>1.2.3 Directing works, appraising performance and disciplining employees in the region for managerial position.</p> <p>1.2.4 Appraises Managers performances and ensures their adherence to Company's established procedures and policies. Reports progress and results to management.</p> <p>1.2.5 Ensuring that the appraisals are fair and without bias.</p> <p>1.2.6 Providing leadership on a daily basis to employees within the region.</p> <p>1.3 Initiates new ideas that can be implemented on a regional scale;</p> <p>1.3.1 Finds new methods or techniques on sales, credit and collections in order to improve the performance of the Area.</p> <p>1.3.2 Keeps on improving and enhancing his abilities, through continuing self-education.</p>
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	<ul style="list-style-type: none">1.3.3 Provides opportunity with his subordinates to improve and enhance their own talents and abilities.1.4 Motivates Managers and other branch personnel to elicit maximum productivity during branch visits:<ul style="list-style-type: none">1.4.1 Conducts periodic meeting with subordinates to resolve any concerns if there are any.1.4.2 Ensures that his subordinates can always depend on him to do his assignments properly1.5 Monitors the expense of the area to maximize profitability;<ul style="list-style-type: none">1.5.1 Reviews expenses of each branch1.5.2 Assures that only legitimate expenses are disbursed in order to avoid excessive expenses1.5.3 Adapts efficiency measures to maximize resources.1.6 Maintains harmonious relationship with government agencies and other department by complying in all the requirements on time and ensuring their accuracy.1.7 Maintains a good image of the Company in the community at all times.1.8 Ensures that he and his subordinate clearly understood and captures the essence the Vision and Mission of the company.1.9 Ensures that all branch employees manifest the company's core values.1.10 Performs other related task and function that may be assigned by the Regional Manager/top management from time to time.		
2. Repossessed Inventory Management	<ul style="list-style-type: none">2.1 Ensure that Regional Repossessed Inventory Level meets the standard requirement.<ul style="list-style-type: none">2.1.1 Recommend action plans and initiatives to manage Repossessed Inventory based on the set standards of the company.2.1.2 Conduct appraisal on repossessed units at reasonable disposable value.<ul style="list-style-type: none">2.1.2.1 Monitor disposal of appraised repossessed inventory and recommend action plans to manage repo inventory.		
3. Credit and Collection Operations	<ul style="list-style-type: none">3.1 Ensures that Regional Collection Performance meets the collection standards of the company.<ul style="list-style-type: none">3.1.1 Monitor daily collection performance of the region.3.1.2 Ensures resolution of delinquent accounts and prevention of non paying account to become delinquent.3.1.3 Recommend action plans and programs to support achievement of collection performance.3.1.4 Provide reasonable support to the branches in order to improve collection performance.3.1.5 Conducts regular trainings to new employees in order to equip them with necessary collection and counseling skills.3.1.6 Conducts regular meeting, coaching, retraining to employees who are behind performance standards.3.2.Ensures that all Area Managers are;<ul style="list-style-type: none">3.2.1 Evaluating all the releases of the Branch Managers assigned to him to ensure that only quality notes are being		
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	<p>accommodated by the branches.</p> <p>3.2.2 Monitoring the Branch Managers on following up branch accounts through personal visit to the customers and adopting other collections tools such as sending of collections letters/ reminders and maintaining collection logbooks for their account counselors.</p> <p>3.2.3 Ensuring that the branches are conducting 100% unit verification on installment sales that is not earlier than seven (7) days but not later than twenty (20) days after delivery of motorcycle to the customer.</p> <p>3.3 Conducts cash count upon branch visit</p> <p>3.3.1 Branch un-deposited collections and company's established funds</p>
4.1 Sales	<p>4.1 Ensures the implementation of sales plan to meet area sales target (daily, weekly, monthly, quarterly, semi-annually and annual basis)</p> <p>4.2 Review Marketing Activities in the region and ensure that Marketing Budget Requests are within reasonable cost.</p> <p>4.3 Prepares a comparative sales performance of the area for at least 2 years/per month/brand/model</p> <p>4.4 Prepares marketing plan to achieve projected sales and ensures that quota are made consistently;</p> <p>4.4.1 Conducts regular market survey on the area and competitors activities and submits recommendation to the top management on a quarterly basis or as required by the top management and/or as need arise.</p> <p>4.4.2 Conducts SWOT Analysis (Strength, Weaknesses, Opportunities and Threats)</p> <p>4.4.3 Develop strategies to improve/increase sales in the region</p> <p>4.5 Establishes proper contacts regarding competitor's activities and market trends and reports to the management any important information that may affect the decision making of the senior management.</p> <p>4.6 Ensures that the good customer services are being practiced; that is before, during and after sales, in his area.</p> <p>4.6.1 Customer's Inquiries</p> <p>4.6.2 Prompt response to customer's needs</p> <p>4.6.3 Customer's complaints</p> <p>4.7 Ensures that SPICE principles of the company are being observed;</p> <p>4.7.1 Smile</p> <p>4.7.2 Prompt</p> <p>4.7.3 Initiative</p> <p>4.7.4 Courtesy</p> <p>4.7.5 Efficiency</p>

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