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**JOB VACANCIES**

Updated as of July 15, 2022

**E-COMMERCE SUPERVISOR**

- Bachelor's Degree in Marketing, Communications or any related field.
- Minimum number of work experience: 3 years
- Solid experience in digital marketing, website management and social media strategies.
- Hands-on experience and knowledge in e-Commerce platforms.
- Familiar with best practices for online marketing promotions and latest trends.
- Strong understanding of the consumer, e-commerce environment and competitive

marketplace.

### **BRAND OFFICER / BUYER**

- Bachelor's Degree in Business Management or any related field.
- Minimum number of work experience: 3 years
- With supervisory experience specializing in Purchasing and Brand Management.
- Familiar with all procurement procedures.
- Excellent planning, scheduling and organizing skills.
- Creative and with demonstrated design skills.
- Ability to communicate effectively across all levels in the organization and outside vendors.

### **BRAND MARKETING SPECIALIST**

- Bachelor's Degree in Business, Marketing or any related field.
- Minimum number of work experience: 3 years
- Experience in Brand Marketing, E-commerce, Product management will be a big advantage.
- Should have knowledge and understanding of all social media platforms, strategies and techniques.
- Must be good in research, analytical, creative and loves to think out of the box.
- Must be a team player, resourceful, proactive, highly organized, results oriented.
- Must be outgoing, likeable and capable of interacting with others.
- Fluent in English and Filipino.
- Proficient in Word, Excel and PowerPoint.

### **LOGISTICS SUPERVISOR**

- Bachelor's Degree in Business Management any 4 year course.
- Minimum number of work experience: 3 years
- Solid experience from a warehouse or logistics company.
- Hands-on experience and knowledge in transport and delivery services.
- Excellent ability to analyze data, high attention to details, with good geographical knowledge.

- Very good in planning, organized and detail-oriented.
- Excellent leadership and people management skills.
- With good negotiation skills, good with forecasting and planning.

### **ACCOUNTS SPECIALIST - LOGISTICS**

- Bachelor's Degree in Business, Marketing, Communications or any related field.
- Minimum number of work experience: 2 years
- Solid experience from a logistics company, with experience in Account Management.
- Hands-on experience and knowledge in transport services.
- Excellent ability to analyze data, high attention to details, with good geographical knowledge.
- Knowledgeable in forwarding operation and in processing of domestic forwarding, transport and logistics.
- Organized and detail-oriented.
- Proven skills in Sales and Marketing, excellent communication and PR skills.
- Excellent leadership and people management skills.
- With good negotiation skills, good with forecasting and planning.

### **HR SUPERVISOR**

- Bachelor's Degree in any field in Psychology / Human Resources Management or equivalent.
- Minimum number of work experience: 5 years
- Experience in all facets of HR including Recruitment, Compensation and Benefits, timekeeping, HRIS, Employee Engagement, Labor Relations.
- Good communication and presentation skills;
- Excellent problem-solving skills and leadership skills;
- Organized and systematic. Has excellent time management skills.
- Flexible, analytical and a team player

### **HR GENERALIST**

- Bachelor's Degree in any field in Psychology / Human Resources Management or equivalent.

- Minimum number of work experience: 3 years
- Experience in all facets of HR including Recruitment, Compensation and Benefits, timekeeping, HRIS, Employee Engagement, Labor Relations.
- Good communication and presentation skills;
- Excellent problem-solving skills;
- Organized and systematic. Has excellent time management skills.
- Flexible, analytical and a team player

### **ACCOUNTING ASSISTANT**

- Bachelor's Degree graduate in Accountancy, Finance or any related field.
- Minimum number of work experience: 1 year
- Must be people-oriented, hardworking, excellent ability to analyze data, high attention to details and organized.
- Computer literate.
- Knowledgeable with basic accounting principles.
- Reconciles invoices and identifies discrepancies.
- Creates and update expense reports.
- Processes reimbursement forms.
- Prepares bank deposits.
- Enters financial transactions into internal databases.
- Checks spreadsheets for accuracy.
- Maintains digital and physical financial records. Issues invoices to customers and external partners, as needed.

### **APPLICATIONS DEVELOPER / PROGRAMMER**

- Bachelor's Degree in Information Technology, Computer Science or equivalent.
  - Minimum number of work experience: 3 years
  - Knowledgeable in PHP, MySQL, Linux operating system and Java Script.
  - With keen eye for details.
  - Ensures operations of equipment by following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques
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### **FLEET COORDINATOR/DRIVER/MECHANIC**

- College level or college graduate in any field.
- Minimum number of work experience: 3 years.
- With driver's license Restriction No.: 123.
- Knowledgeable in Fleet Management.
- Schedules fleet maintenance and repairs.
- Monitors all company vehicles and coordinates scheduling of deliveries.
- Assign drivers and vehicles for delivery and checks itinerary in coordination with the warehouse supervisor.
- With knowledge in vehicle registration and insurance.
- Maintains records of vehicle records, history of repairs and maintenance.
- Willing to be assigned in Luis Street, San Miguel, Pasig City.

You may email your updated resume to [recruitment@fdc.com.ph](mailto:recruitment@fdc.com.ph)

For more inquiries, feel free to contact 0921-7454552 or you may call (02) 8643-0200.



