

ANCHOR LAND HOLDINGS INC.
Anchored with 100% commitment!

Anchor Land Holdings, Inc. is one of the fastest growing players in the Philippine real estate industry, specializing in the development of sophisticated and luxurious residential condominiums.

Listed in the Philippine Stock Exchange in 2007 after a successful initial public offering, the company has built its reputation for delivering its projects on time, without sacrificing the beauty and functionality of its developments.

Initially finding its niche within the affluent Filipino-Chinese community, ALHI has brought modern condo living to Old Manila through a fusion of current trends and traditional comforts and practices. The company's developments take inspiration from upscale condos in major cities around the world while incorporating age-old Feng Shui principles.

Building on the successful formula of its first project, the 33-storey Lee Tower in Binondo which was sold out within 18 months and delivered ahead of schedule in 2006, ALHI has continued its dynamic and aggressive approach to take on even bigger and bolder challenges.

1. SOCIAL MEDIA COMMUNITY OFFICER

COMMUNITY MANAGEMENT DUTIES:

- Set up and optimize company pages within each platform to increase the visibility of company's social content
- Administer the creation and publishing of relevant, original, high-quality content
- Engage in dialogues and answering questions where appropriate
- Generate, edit, publish and share daily content that builds meaningful connections and encourages community members to take action.
- Moderate all user-generated content in line with the moderation policy for each community
- Identify threats and opportunities in user-generated content surrounding the company
- Report notable threats to appropriate management and concerned departments
- Oversee all images and links/content are quality and on-brand.

CONTENT MANAGEMENT DUTIES:

- Create, curate, and manage all published content
- Create a regular publishing schedule, ensuring publishing dates are on track
- Implement a content editorial calendar to manage content and plan specific, timely marketing campaigns
- Develop relevant content topics to reach the company's target customers
- Collaborate with other departments to manage reputation, identify key players and coordinate actions
- Identify and improve organizational development aspects that would improve content
- Develop organizational elements in order to implement a proactive process for capturing happy, loyal customer online reviews.

QUALIFICATIONS:

- Candidate must possess at least Bachelor's/College Degree in Marketing, Advertising/Media or equivalent.
- At least 5 Year(s) of working experience in the related field is required for this position.

- Preferably Supervisor/5 Yrs & Up Experienced Employee specialized in Advertising/Media Planning or equivalent.
- Able to develop creative content for social media accounts.
- Up-to-date with the latest trends in social media and digital marketing.
- Excellent oral and written communication skills.

2. MARKETING COORDINATOR

DUTIES & RESPONSIBILITIES:

1. Coordinates with inter-departmental teams to execute marketing activities such as advertising placements, booth, exhibits and events.
2. Supervises the creation of ad materials from conceptualization up to completion of materials for releasing;
3. Coordinates with internal sales and marketing teams and external suppliers for the production of marketing collaterals and activities;
4. Provides support to the sales team for event sponsorships and booth exhibitions;
5. Manages marketing documentation and provides administrative support to the Marketing Manager;
6. Monitors real estate market situation and kept records of the daily reports sent by the service provider;
7. Compiles newspaper advertisement tear sheets for all our projects;
8. Monitors billing process with all the related departments and ensures that billings received are accurate and settled on time;
9. Performs related duties and responsibilities as may be assigned from time to time.

QUALIFICATIONS:

- A Bachelor's Degree holder in Marketing/Communications/Advertising or equivalent;
- With experience in marketing, events management, promotion and advertising from a real estate company would be an asset;
- Excellent oral & written communication skills;
- Creative, hardworking and resourceful, with good interpersonal skills;
- Computer proficient

3. FMR ANALYST

DUTIES & RESPONSIBILITIES:

1. Provides assistance in closing of monthly/quarterly/annual financial reports;
2. Assists in ensuring that all regulatory requirements have been met;
3. Supports the Finance Supervisor in preparation of spreadsheets, reports and correspondence as required;
4. Helps in finding resolution to finance-related queries;
5. Assists in identifying errors and discrepancies in reports;
6. In charge of updating departmental journal logs and database;
7. Performs assignment that may be assigned from time to time.

QUALIFICATIONS:

- A Bachelor's Degree in Accountancy; CPA
- 2 years related work experience in top audit firms, banks and/or in the real estate industry;
- With specific technical competencies in tax, government and corporate reporting, financial accounting and analysis, and consolidation;
- Must be highly analytical, hardworking, organized and keen on details;
- With above average oral and written communication skills

4. TAX ANALYST

DUTIES & RESPONSIBILITIES:

1. Ensures timely and accurate submission of reports to the BOI
2. Assist in the preparation of documentary requirements to be submitted to the BOI for new projects to be registered with the BOI
3. Assist during audits of the national and local taxing authorities by preparing the requested documentation, reviewing supporting work papers and drafting responses
4. Assist in the tax administration including planning, forecasting and budgeting of tax payments due from the company
5. Work on special projects related to complex research issues
6. Research on new issuances by the BIR
7. Performs other duties as assigned from Ume to time by her superior

QUALIFICATIONS:

- Must possess at least a Bachelor's/College Degree of Accountancy; CPA
- Must have at least 2 years of work experience in tax or in a real estate industry.
- Goal-oriented and self-directed, can work with less supervision
- Excellent Excel skills
- Excellent verbal and written communication skills
- Strong organization and time management skills
- Attention to details
- Team player, pro-active and willing to work extended hours
- Ability to work quickly and accurately
- Ability to handle pressure

5. OFFICE ASSISTANT – CHINESE SPEAKING

DUTIES & RESPONSIBILITIES:

1. In-charge of Anchor Skysuites and Admiral Baysuites (West and East Wing Projects) under Accounts Management;
 - a. Designs and maintains database
 - b. Files and retrieves documents and reference materials of clients accounts;

- c. Attends to concerns/requests of clients;
 - d. Coordinates with clients with regards to PDC balances and Overdues and signing of Contract to Buy and Sell (CTBS);
 - e. Process TIN application and CTBS for drafting of clients;
 - f. Prepares Reservation Application and Request for initial SOP;
 - g. Prepares Exemption Approval Memo (EAM) if necessary
2. Prepares necessary documents for newly sold units of Monarch Parksuites, Balmoral, Windsor and Princeview Parksuites;
 3. Performs related duties and responsibilities as may be assigned from time to time.

QUALIFICATIONS:

- Graduate of Business Administration, Management, Economics or equivalent;
- Must have the ability to interact, relate and coordinate with clients effectively;
- Highly analytic, attentive to details, can manage multiple tasks simultaneously and can handle pressure well;
- With good written and verbal communication skills;
- Computer proficient

6. PARALEGAL OFFICER

DUTIES & RESPONSIBILITIES:

1. PROJECT REGISTRATION AND MONITORING
 - a. Licensing and project registration concerns (LTS/COR, DP, ECC, etc.)
 - b. Processing of application with HLURB
 - c. Monitoring of compliance/deficiency requirements
 - d. Project and legal documentation concerns
 - e. Maintenance and oversight of project documents and files under CAD custody
 - f. In-charge of ensuring completeness, monitoring, updating of project records/files, etc.
2. CANCELLATION PROCESS
 - a. Prepares/facilitates the cancellation and forfeiture proceedings in relation to the cancelled sales accounts, including the drafting of the cancellation Notices, Waivers and Quitclaims, and such other papers and/or documents necessary for said cancellation and forfeiture;
3. DOCUMENTATION (CTBS and DOAS)
4. Renders assistance to CAD Lawyers and perform legal research work insofar as the following CAO duties are concerned:
 - a. Litigation
 - b. Corporate Work
 - c. IPO applications
 - d. Review and legal assessment of assigned contracts, draft agreements, and other legal documents
 - e. PM legal and operational concerns

5. OTHERS/MISCELLANEOUS:

- a. Facilitates all legal documentation of the Company regarding matters affecting the Company and/or Department.
- b. Closely coordinates with the CAD Head as regards all other functions of the Department;
- c. Prepares other papers and/or documents, including drafting of letters, notices, and replies, among others, which may be addressed to different agencies, government or private, as may be requested by the different departments of the Company;
- d. Reviews, revises and drafts, if necessary, different forms of contracts, memoranda, agreement, among others, as may be endorsed by the different departments of the Company;
- e. Whenever necessary, conducts legal research to ensure the Company's compliance with relevant laws and regulations;
- f. Prepares the necessary inquiry, application and submission to relevant governmental authorities as regards licensing requirements and corporate governance issue/s of the Company and inform CAD Head of matters relative thereto;
- g. Assists in checking and monitoring other activities of the company as regards adherence to requirements of various legal and regulatory agencies and inform CAD Head;
- h. Submits monthly reports to the CAD Head regarding accomplished compliance and legal requirements as well as deadlines of requirements for the month;
- i. Assists CAD Head in other legal and/or operational matters affecting the Department;
- j. Performs related duties and responsibilities as may be assigned from time to time.

QUALIFICATIONS:

- Candidate must be a Law graduate;
- Must have at least 5 years relevant work experience, preferably in a real estate company;
- Previous experience in securing permits, licenses, clearances and/or certifications from the concerned government agencies or local government units would be an asset;
- Knowledgeable in substantive legal concepts, legal research & documentation, and legal terminology;
- Analytical, keen on details and has excellent verbal and written communication skills;
- Computer proficient

7. WARRANTY ARCHITECT

DUTIES & RESPONSIBILITIES:

1. Coordinates with concerned contractors for the implementation of works;
2. Analyzes pressing issues/concerns and recommends resolution;
3. Maintain harmonious relationship amongst project stakeholders, clients and departments;
4. Satisfactorily turn-over of projects to the concerned clients.

QUALIFICATIONS:

- Licensed Civil Engineer or Architect
- At least 4 years experience in the same capacity;
- Can handle multiple tasks simultaneously & ability to meet deadlines;
- Willing to handle multiple projects and willing to travel;

- Effective communicator both in oral and written;
- Proficient in using engineering/architectural softwares;
- Assertive, resourceful, diligent & team player;
- Result oriented, pro-active and with initiative;
- Fast learner & can work under pressure with minimum supervision;
- Can speak Chinese.

8. PROJECT ENGINEER

DUTIES & RESPONSIBILITIES:

1. Assists the Senior Project Engineer and Project Manager in the supervision of the assigned project;
2. Monitors and assures that project is constructed in accordance with plans and specifications;
3. Directly responsible in the implementation of all structural and architectural requirements;
4. Implements safety standards for construction in accordance to industry practices;
5. Prepares billing certifications or endorsements;
6. Evaluates and prepares change orders or claims for approval;
7. Prepares and monitors owner supplied materials requirements;
8. Performs related duties and responsibilities as may be assigned from time to time.

QUALIFICATIONS:

- Licensed Civil Engineer;
- With at least 3 years experience in project management of high-rise buildings;
- Demonstrates ability to handle multiple complex tasks simultaneously, set and meet deadlines, and follow-through within a fast paced environment with multiple and competing demands;
- Proficient in plan review and value engineering;
- With strong leadership skills, assertive, resourceful and a team player;
- Computer literate