

COMPANY NAME: FILINVEST ALABANG, INC.

COMPANY BACKGROUND:

Filinvest Alabang Inc. (FAI) is the arm of Filinvest Development Corporation that specializes in *high-end residential properties, smart upscale office spaces, and mixed used township developments* like Filinvest City in Alabang, Filinvest Mimosas+ in Clark, Pampanga, City Di Mare, in South Road Properties, Cebu City, Timberland Heights in Rizal, Ciudad de Calamba in Calamba, Laguna, and Filinvest GAIA in New Clark City.

As a visionary developer, FAI is one of the country's leading property firms. In 2016, it was awarded by BCI Asia as one of the Top 10 Developers in the Philippines. Its portfolio includes multi-awarded projects, such as Filinvest City, which was chosen as the country's Best Mixed Use Development during the Asia Pacific Property Awards 2016.

JOB VACANCIES:

PROJECT DEVELOPMENT ASSISTANT MANAGER

POSITION SUMMARY AND QUALIFICATION:

The Project Development Assistant Manager (PDM) is responsible for overseeing project profitability and managing the full cycle of the project development process, including feasibility studies, project design & planning, project launch & implementation, turnover to clients and set-up of property management operations. The PDM champions project success by leading and working with his / her partners from Design & Construction, Finance, Sales, Marketing, Permits & Property Management to ensure timely accomplishment of milestones. Candidate must possess at least Bachelor's Degree/Post Graduate Diploma/Professional Degree in Business Studies/Administration/Management; Engineering or equivalent.

- Graduate of business courses, preferably with MBA
- With at least 2 – 5 years of experience in the real estate industry
- With experience in conceptualizing projects for development, conducting feasibility studies & market research, and designing sales & marketing strategies
- Demonstrates strong & decisive leadership skills
- Must be highly entrepreneurial, with a strong sense of ownership
- Must be highly analytical
- Strategic, organized, results-driven, resourceful and innovative
- Must be both task-oriented and relations-oriented
- With experience supervising staff

PROJECT DEVELOPMENT ASSISTANT

POSITION SUMMARY AND QUALIFICATION:

The Project Development Assistant (PDA) supports his / her Project Development Manager and team in overseeing project profitability and managing the full cycle of the project development process, including feasibility studies, project design & planning, project launch & implementation, turnover to clients and set-up of property management operations.

The Project Development team champions project success by leading and working with their partners from Design & Construction, Finance, Sales, Marketing, Permits & Property Management to ensure timely accomplishment of milestones.

Specific tasks of PDA include, but are not limited to:

- Preparation of project briefs
 - Preparation of research and market studies
 - Development of pricing and payment terms
 - Inventory management & monitoring
 - Overall project monitoring including site oculars
 - Liaising with various departments
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- Candidate must possess at least Bachelor's/College Degree in Business Studies/Administration/Management, Marketing or equivalent.
 - Preferably with 1-2 years of real estate experience or brand management or project management experience in other industries. Experience in brand management for luxury brands and products is a plus.
 - Fresh graduates are also welcome to apply.
 - Must be highly analytical
 - Must be highly entrepreneurial, with a strong sense of ownership
 - Fast learners, results-driven, resourceful and innovative
 - Can work with minimum supervision
 - With strong communication skills (oral and written)

PURCHASING ASSISTANT

POSITION SUMMARY AND QUALIFICATION:

The Purchasing Assistant aids in the procurement requirements of the various Filinvest group of companies by sourcing the right item at the right price in the agreed time frame. Tasks include evaluating the Purchase Request and Purchase Orders on a regular basis, developing and executing implementation strategies for all projects/business units, assisting in negotiation strategies, providing optimal level of customer service, preparing reports to identify cost cutting initiatives, and monitoring of delivery and facilitating the processing of payments.

- Candidate must possess at least Bachelor's Degree in Business Studies/Administration/Management; Engineering or equivalent.
- Preferably Entry Level specialized in Logistics/Supply Chain or equivalent.

JOB DESCRIPTION:

PR/PO PROCESSING

- Process assigned Purchase Requisitions (PRs)/Purchase Orders (POs) within the time stated in the Service Level Agreement (SLA) to meet target dates of internal customers
- Review PR received and ensure that descriptions and specifications of the items being requested are accurate and complete.
- Communicate through constant interaction with both end-users and suppliers for efficient transactions
- Examine and prioritize urgent PRs through proper management of workload to serve immediate needs of the company.
- Evaluate PRs and provides alternatives to end-users to provide the company with the best value and quality items
- Negotiate with vendors the price, terms warranties, delivery etc. with proper technical and commercial evaluation, providing the company cost savings
- Prepares tabulation/canvass sheet/canvass report to easily evaluate proposals and quotations
- Liaise between requestor and vendor for the approval of the item being requested, queries, complaints and other requirements
- Identify similar items for consolidation and bulk buying from the different projects and create a purchase plan for the items that can be procured in volume leading to faster processing and lower rates
- Research on past trends and/or pricing for the specific item/service being handled

SKILLS:

- Can use MS Office, Excel, and Powerpoint
- Can perform a variety of tasks, often changing from one to another of a different nature
- Can adapt to frequent changes in workload and adjust priorities quickly as circumstances dictate
- Can work within deadlines and complete work in a timely manner
- Display integrity
- Liaising and documentation
- Can apply effective interpersonal skills to provide service

FINANCIAL AUDITOR

POSITION SUMMARY AND QUALIFICATION:

The incumbent upon the direction of the Audit Manager shall be responsible in the proper execution of the audit plans through the applications of the standard auditing practices and techniques. He/she shall be responsible in properly documenting audit works and reports in pursuit of the internal control objectives of asset protection, accurate, and reliable accounting records, adherence to prescribed company policies and procedures and the promotion of operational efficiency.

- Candidate must possess at least Bachelor's/College Degree in Finance/Accountancy/Banking or equivalent.
- Preferably with more than one year work experience specialized in Finance - Audit/Taxation or equivalent.

JOB DESCRIPTION:

- Conduct financial and operational audits across all areas of the organization's operations to review compliance to company's policies and procedures, suggest improvement to address control weaknesses.
- Prepare written reports outlining findings including recommending areas for improvement and remedial action.
- Conduct post-implementation reviews after Internal Audit findings have been given action to determine the adequacy of the action in improving operations and performance upon request or if deemed appropriate.

SKILLS:

- Proficiency in applying internal audit standards, procedures, and techniques in performing engagements.
- Proficiency in accounting principles and techniques if internal auditors work extensively with financial records and reports.
- Knowledge to identify the indicators of fraud.
- Knowledge of key information technology risks and controls and available technology-based audit techniques.
- An understanding of management principles to recognize and evaluate the materiality and significance of deviations from good business practices.
- An appreciation of the fundamentals of business subjects such as accounting, economics, commercial law, taxation, finance, quantitative methods, information technology, risk management, and fraud.
- Dealing with people, understanding human relations, and maintaining satisfactory relationships with engagement clients.
- Good oral and communication skills to clearly and effectively convey such matters as engagement objectives, evaluations, conclusions, and recommendations.
- Proficient in MS Office
- Committed to professional and personal excellence.
- Proactive team member, with proven ability to provide assistance to clients and fellow professionals.
- Ability to work with minimal supervision.

CONTACT DETAILS:

Interested applicants may send their CV to WeRecruitTalent@filinvestcity.com

Or get in touch with us at (02) 846 02 78 loc 5124

Like our Facebook Page at <https://www.facebook.com/FAIWeRecruitTalent/>