GRAPHIC DESIGNER

Basic Function:
Produces visual solutions to the communication needs of client across print and electronic media using variety of methods such as color, type, illustration, photography, animation and various print and layout techniques in the most effective way.

Duties and Responsibilities:

1. Creates digital work using a variety of software such as Adobe Flash, Adobe Illustrato, Adobe Photoshop, Indesign, and other related design application software.

2. Creates digital motion graphics work using a variety of software such as Flash.

3. Designs, creates and prepares graphic files suitable for output in multimedia, web and video.

4. Understands work instructions, interprets client business needs, job orders, production briefs, and clarifies design issues and concerns prior to starting work.

5. Checks accuracy and correctness of one’s own work and validate team member’s output to produce accurate and high quality of work according to the standards of this position.

6. Delivers both simple and medium difficulty work according to acceptable turnaround time and/or deadlines set by the Team Leader.

7. Maintain productivity and accuracy standards for the role and submit to performance improvement plan when necessary.

8. Regularly coordinates, collaborates and interacts with team members to ensure cross-learning and continuous improvement.

9. Ensures all work is produced in accordance with provided work instructions and SNAP guidelines in general.

10. Accomplishes Job Order Forms or other job data inputting systems for every work accurately.

11. Accept tasks assigned by superiors and/or shift-in-charge with minimal handover.

12. Renders overtime work as necessary to ensure work is completed according to agreed deadlines.

13. Abides by the policies and rules of the company and act in a professional manner at all times.
14. Performs other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.

Qualifications:

- **Education**: Graduate of Fine Arts degree or its equivalent
- **Experience**: 2 years of relevant experience preferred
- **Skills**:
  - Skilled in a variety of graphic design software – Flash, Dreamweaver and After effects
  - Able to work in a Windows or Mac platform
- **Specialized Knowledge**:
  - Basic working knowledge of MS Office/Entourage
  - Knowledgeable in design, prepress and production technologies
- **Others**:
  - Comprehends and can deliver to job briefs
  - Creative, and has keen attention to details
  - Proactive and Possesses problem-solving skills; Has initiative to address and solve issues as related to graphic imaging
  - Able to communicate ideas visually, verbally, and in writing
  - A team player; Can relate well with other people
  - Able to work on shifting schedules, holidays, weekends and extended working hours as required by business’ needs
COPY EDITOR

Reports to: Copywriting Manager, Interactive Services Department  
Group: Interactive Services

Role:

The copy editor is responsible for ensuring all orders are free of errors in grammar, punctuation, tone, spelling, context, content and accuracy. The copy editor also will help copywriters improve their work by documenting errors and providing feedback. Some administrative duties are required.

Duties and Responsibilities:

1. Editing
   a. Ensure all text is in line with clients’ preferred style
   b. Check accuracy of published business addresses, websites, phone numbers and advertised prices
   c. Check structure and flow of text, as well as grammar, spelling and punctuation
2. Organization and Quality Assurance
   a. Update and maintain error logs to record quality performance
   b. Track orders and ensure deadlines are met
   c. Work with copywriting manager to discuss team errors and ways to help writers maintain quality of work
   d. Mentor copywriters when needed
3. Writing
   a. If necessary, take on copywriter role in processing orders

Competency Requirements:

1. Sharp attention to detail and expertise in copy editing
2. At least two years of relevant copy editing experience in web or print marketing and advertising products
3. Knowledge of web-related copywriting styles
4. Familiarity with American/Western idioms, pop culture and trends
5. Expertise in different language styles that appeal to various target markets
6. Knowledge of SEO preferred

Knowledge of Chicago Manual of Style or AP Style preferred
**PAYROLL SPECIALIST**

**Job Summary:**

This position is responsible in handling payroll and other payroll related reports.

**Duties and Responsibilities:**

**HR Department**

1.0 Payroll

1.1 Collaborates with the third party payroll outsourced company in ensuring that salaries and wages were processed accurately and on a timely manner
1.2 Reviews, analyzes and checks payroll forms and reports for accuracy and makes necessary adjustments or corrections
1.3 Researches, analyzes and resolves payroll-related problems
1.4 Ensuring that the company's payroll initiatives support the legal requirements and within the latest industry standard.
1.5 Ensures that government statutory reports were submitted and posted on a timely manner
1.6 Prepares the final pay computation details and all related documentation
1.7 Attend to inquiries of separated employees related to final pay computation, certificates of contributions and loan payments to government offices, and BIR 2316
1.8 Generates certificate of employment, certificate of contributions and loan remittances to government offices upon employee request

2.0 HR Information System

2.1 Ensures employees' process understanding are aligned with the company policy
2.2 Ensures that Service Incentive Leave balance and accruals are accurate
2.3 Provides advice on the resolution of attendance and online application issues
2.4 Conducts orientation should there be new or enhanced system facility to the managers and deputies and also conducts payroll orientations to the new employees
2.5 Responsible for the monthly HR reports such as, but not limited to attrition report, headcount report, cost to company, etc.

3.0 Financial Management

3.1 Generation of reports needed for Finance and Accounting and Operations
3.2 Reviews payroll entries and uploads it on the accounting system for financial analysis and compliance
3.3 Responsible for the report generation of employee demographics and analysis to facilitate statistical reports
3.4 Responsible for the review of tax reconciliation and annualization reports
3.5 Works closely with the external auditors and BIR representatives during audit season for the understanding process and audit requirements and findings
4.0 Performs other HR duties that may be assigned by the Senior Payroll from time to time.

**Job specification:**

1. Bachelor’s degree in Business Administration/Mathematics/Accountancy/Finance or equivalent
2. Must have at least five (2) years payroll administration
3. Has aptitude for systems and numbers
4. Keen to details
5. Computer literate with hands-on use of Microsoft applications software
6. Has strong knowledge in HR Processes and Policies
7. Exceptional analytical skills required to perform financial modeling and interpretation of data
8. Must be organized and able to manage multiple task simultaneously
9. Must be an excellent communicator, oral and written
10. Must be a problem solver and able to work independently
WEB DEVELOPER / DESIGNER (MARKETING)

Reporting department: Marketing

Primary Responsibilities:
The Web Developer/Designer will reprogram and deploy one small site on Drupal Gardens and another on Wordpress.com on current Drupal installations. This task will require mapping of content types from legacy platforms into the new Drupal installations along with the rebuilding of all pages, templates, and themes as well as identifying the necessary modules in Drupal that replace existing plugins and modules.

- Create design prototypes, including graphic design, site navigation, and layout of content, for the deployment of two legacy sites onto a Drupal platform.
- Ensure that the layout of the new sites is as closely matched to the current sites as possible.
- Manage the setup and installation of the new websites including:
  - On-page SEO
  - 301 link redirection
  - Creation of custom scripting when necessary
  - Installation and management of existing Drupal modules
  - Creation of custom Drupal modules when necessary

Required Qualifications:
The candidate should have a strong background in website design and development. This background must include the ability to address HTML and scripting compatibility issues between different browsers. The candidate must be able fully plan the migration of sites on different platforms into Drupal.

The new Drupal installations must be fully hardened against current attacks, including but not limited to denial of service, iFrame injections, SQL injections, XSS, Server Rooting via Shell.

- 5-8 years of website development and design experience
- Advanced knowledge of Drupal, Wordpress, Drupal Gardens
- Advanced knowledge of CSS2 and CSS3
- Advanced knowledge of HTML4 and HTML5
- Knowledge of JavaScript
- Experience with PHP
- Experience with MySQL
- Knowledge and demonstrated experience with cross-browser and cross-platform issues (IE, Firefox, Safari, etc.)
- Knowledge and demonstrated use of best practices of security in a web hosting environment (sFTP, Folder Permissions, etc.)
- Strong communication skills and is able to communicate effectively, work in a distributed environment, and excel in collaborative situations
COPYWRITER

Job Scope:

The Copywriter is responsible for taking a client's advertising brief and generating original copy ideas that grab the attention of the target audience. This can include creating straplines, slogans, body copy, jingles and scripts. Copywriters are responsible for generating the words, slogans and audio scripts that accompany advertising visuals.

The Copywriter is accountable for checking all the content being advertised is truthful and complies with codes of advertising practice. Although proofreaders may examine the final copy, copywriters are also responsible for checking spelling and grammar.

Usually working on multiple projects, the typical creative process can involve:

- meeting with account executives to discuss the client's requirements and core messages
- familiarizing themselves with the product, target audience and competitor activities in the market
- brainstorming ideas and concepts for the visual and words with other members of the creative team
- presenting initial ideas to the creative director, some of which may be rejected or developed into workable concepts
- writing various copy options, which may be presented to the client as a story board (a consecutive series of frames depicting the script and drawings that may be used)
- modifying copy until the client is satisfied
- overseeing the production phase, liaising with designers, illustrators, printers, photographers and production companies

Qualifications:

- **Education**: Degree in Advertising, design or related courses
- **Experience**: At least 2 years of relevant experience preferred
- **Others**:
  - Creative and has keen attention to details
  - Able to communicate ideas visually, verbally, and in writing
  - Understands the different language styles that appeal to various target markets
  - A team player, has good interpersonal skills and can relate well with other people
  - Able to work under pressure and manage workloads effectively
  - Highly self-motivated and well organized
  - Possess good leadership, people and project management skills.
  - Has interest in commerce, popular culture, and new advertising trends and techniques

Able to work on shifting schedules, holidays, weekends and extended working hours as required by business’ needs