ADMINISTRATIVE SERVICES SUPERVISOR

POSITION SUMMARY

The Administrative Services Supervisor works on the overall administrative services operations, policies and programs for the company. He shall provide continuous improvement ideas on processes and services that will drive impact in terms of cost and/or service quality.

DUTIES AND RESPONSIBILITIES

Vehicle Management
Oversees company vehicle operations in accordance with company policies and procedures

1. Fleet Operations
   a. Operate vehicle management in accordance to company prescribed procedures and standards.
   b. Ensure company vehicle compliance to all PH Government Laws, Policies, and Ordinances.
   c. Manage fuel entitlement of employees in line with the company policy and procedure.
2. Drivers Supervision and Control
   a. Provide guidance on driver’s roles and responsibilities.
   b. Ensure driver’s performance is in accordance to company standards and requirements.
3. Vehicle Monitoring
   a. Preventive Maintenance cycle of company vehicles.
   b. Ensure adequate safety tools, devices and other resources are available.
4. Vehicle registration and Insurance Management
   a. Compliance to vehicle registrations; insurances and other requirements

Facilities Management
Provide support and ensure upkeep of company facilities

1. Assist on construction and major repairs for the improvement of facilities and assets; ensuring compliance not only to company procurement policies and procedures but also to government requirements.
2. Manage Job request and attend to customer facility inquiries and complaints.
3. Operations
   a. Oversee the reception area and its activities including on time payment of all admin company bills; and processing of business permits
   b. Ensure that operations of all admin services contractors (e.g. Janitorial, Maintenance, etc.) adhere to company SLAs.

Administrative Services
Provide support on Admin related services to employees. Ensure compliance on all company policies and procedures. Regularly update admin processes and create policies and guidelines as needed.

1. Manage Hotel Bookings and Reservations, Restaurants and Company Accommodations;
2. Oversee On-site Accommodations (if applicable)

Special Projects
Work on projects/assignments as needed from time to time.

POSITION SPECIFICATIONS

Educational Attainment

1. Graduate of Human Resources, Social Science, Industrial Engineering or any related course

Professional Background

1. Have a high degree of computer literacy – to include competence in various MS Office applications; databases, file management, e-mail and internet.
2. At least three year’s relevant work experience in an Administrative / Facilities / Management / Office work environment.

Skills

1. Able to demonstrate administrative, technical skills, experience and competence to immediately add value to the team and the organization.
2. Ensure the timely delivery of delegated tasks and quality services with the minimum supervision required.
3. Possess very well developed interpersonal and communication skills Results oriented and client focused.
4. Able to provide own initiative and harmonize in teams.
5. Capable of exercising a high degree of delegated responsibility.
6. Able to demonstrate good problem solving skills.
7. Able to pay attention to details and deliver work to high standard and tight deadlines.

Interested parties are requested to mail or email their letter of applications, resume and other pertinent credentials to:

HUMAN RESOURCE DEPARTMENT
PHILEX Building, #27 Brixton Street, Pasig City
C/o Lara Vinluan
Tel. No. 631-1381 to 88 local 208
Email: cdvinluan@philexmining.com.ph
PURCHASING EXPEDITER

POSITION SUMMARY

The Purchasing Expediter reports directly to the Purchasing Manager and is responsible for providing efficient and effective expediting and clerical support to all areas of projects operations.

DUTIES AND RESPONSIBILITIES

1. Comply with project procurement procedures that the Expediter/Clerk is required to understand and abide by.
2. Ensures that all suppliers are engaged on appropriate delivery terms.
3. Manage all expediting of issued Purchase Orders.
4. Accomplish all expediting reports and attend to meetings with regards to delivery of goods from Corporate Office and Project Site.
5. Weekly review of uncompleted delivery dates.
6. Filing of all Purchasing documents according to type.
7. To act on and close out any non-conformances.
8. Any other duties directed by the Managers/Supervisor.

POSITION SPECIFICATIONS

Educational Attainment

College Graduate of any business course / Industrial Engineering Graduate

Professional Background

At least one (1) year of experience in Expediting and clerical works.

Skills

Computer literate / MS Office knowledge / Filing

Interested parties are requested to mail or email their letter of applications, resume and other pertinent credentials to:

HUMAN RESOURCE DEPARTMENT
PHILEX Building, #27 Brixton Street, Pasig City
C/o Lara Vinluan
Tel. No. 631-1381 to 88 local 208
Email: cdvinluan@philexmining.com.ph
PROCUREMENT AND LOGISTICS OFFICER

POSITION SUMMARY

The incumbent shall be responsible in ensuring cost effective execution of materials management handling from purchasing requisitions, to vendor/service provider sourcing, to bids administration, up to procurement and expediting to insure timely delivery of required materials and services.

DUTIES AND RESPONSIBILITIES

1. Assesses requests and approves the most cost efficient option.
2. Manages and facilitates the negotiations with suppliers and contractors on pricing as well as the terms of payments.
3. Insures on time delivery schedules
4. Develop, implement and maintain a procurement performance tracking system which shall include providing the management regular progress reports of outstanding procurement items.
5. Insures compliance of all necessary documents and government requirements for importation of particular materials or equipment.
6. Manages the necessary coordination with government agencies such as Bureau of Customs and PEZA in the acquisition of permits, clearances and licenses.

POSITION SPECIFICATIONS

Educational Attainment

Must be a bachelor’s degree holder in Industrial Engineering or Materials Engineering or equivalent

Professional Background

1. At least 5 years’ experience in procuring and expediting shipments and deliveries of large equipments and/or quantities both local and international.
2. In depth understanding in the full scale supply chain process
3. Knowledgeable in Customs and Tariff Law

Skills

1. Above average communication and interpersonal skills critical forging good relationships with contractors and suppliers
2. Critical thinker and attentive to details
3. Must be innovative and creative in developing new ways to expedite procedures
Interested parties are requested to mail or email their letter of applications, resume and other pertinent credentials to:

HUMAN RESOURCE DEPARTMENT
PHILEX Building, #27 Brixton Street, Pasig City
C/o Lara Vinlua
Tel. No. 631-1381 to 88 local 208
Email: cdvinluan@philexmining.com.ph