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Shopping Center Management Corporation

Accounting Manager

Responsibilities:

The Accounting Manager assists management in making decisions through timely submission of financial reports. She ensures the proper implementation of policies and procedures in safeguarding the company’s assets and internal control through periodic audit functions of all mall / company transactions. The incumbent also takes the lead in preparing the financial statements and external reports required by government agencies and other concerned parties.

Requirements:

- Candidate must possess at least a Bachelor's/College Degree in Finance / Accountancy / Banking or equivalent.
- Candidate must be a Certified Public Accountant with at least 5 year(s) of managerial experience in the related field is required for this position.
- Experience in SAP and updated knowledge in IFRS is required.
- Preferably Assistant Manager / Managers specializing in Finance - General Accounting or equivalent.
HR Officer

Responsibilities:

The HR Officer is responsible for providing secretarial, clerical and administrative support in order to ensure that services for SM Supermalls China Operations are provided in an effective and efficient manner. The HR Officer reports to the Vice President Human Resources and is responsible for providing senior level admin services.

Requirements:

- At least 1-2 year(s) of working experience in the related field is required for this position.
- Full-Time positions available.
- Mature, able to handle pressure.
- Must have excellent English communication skills (written and oral).
- Background in the same position with a Top Level Officer of the organization is an advantage.
Accounting Assistant

Responsibilities:

The Accounting Assistant is responsible for processing accounting transactions and preparation of accounting reports on sales, financial statements, budget variance and other reports pertaining to the operations of the mall. The individual is responsible for assisting the Accounting Officer in the performance of functions relative to sales audit, voucher preparation, inventory and general accounting.

Requirements:

- Candidate must possess at least a Bachelor's/College Degree, Finance/Accountancy/Banking or equivalent.
- Required skill(s): MS Excel
- CPA License is not required but is an advantage
- Experience on General / Cost Accounting / Financial Accounting or Basic Accounting / Bookkeeping
- Fresh graduates/Entry level applicants are encouraged to apply.
- With very good communication skills.
- Highly analytical, keen to details and is results-oriented.
Accounting Officer

Responsibilities:

Responsible for supervising the accounting operations in the assigned location/branch/section

Specific Duties and Responsibilities:

- Responsible for assisting the Accounting Manager in the over-all supervision of personnel assigned in his department/section.
- Orients new employees on the job duties and department/section procedure
- Assist in counseling and motivating employees in order to maintain high morale and discipline
- Trains employees on the job and recommends appropriate training for existing/potential subordinates.
- Evaluates performance of subordinates
- Makes suggestions on the manpower requirements of his section
- Prepares re-shuffling or sliding of personnel in his section
- Prepares personnel schedule in consonance with the guidelines of operations
- Checks attendance of subordinates and prepare violation reports whenever necessary
- Ensures compliance to policies and procedures on proper work uniforms
- Checks all required reports submitted by subordinates relative to sales payables, inventory and general accounting
- Prepares the following reports:
  - sales reports for rental purposes
  - monthly status report
  - financial statements
- Process billing statements for tenants and other branches
- Checks reports coming from the different divisions
• Assists the Accounting Manager in the performance of administrative functions
  • Monitors supplies consumption of the department/section
  • Ensures proper housekeeping, maintenance and use of facilities/equipment in the department/section
  • Prepares necessary paperwork related to employee incentives schemes and other reports, likewise responsible for its safekeeping
• Supports Management decisions, requirements and expectations
• Performs other related functions that may be assigned by the Accounting Manager from time to time

Requirements:

• Candidate must possess a Bachelor's/College Degree in Accountancy.
• Professional License (Passed Board/Bar/Professional License Exam) is required.
• At least 3 year(s) of working experience in the related field is required for this position.
• Preferably with supervisory experience.
HR Manager

Responsibilities:

The HR Manager is responsible for planning, overseeing and controlling human resource administration and operations within the areas of recruitment and staffing, compensation and benefits, personnel and labor relations, organizational development, training, performance management and other related functions in order to provide and achieve appropriate and productive working relationships among the management and its employees within the mall and the limits provided by corporate guidelines, local ordinance, and the Labor Laws or Code.

Requirements:

Candidates must have excellent skills in handling people and supervising them to accomplish specific HR tasks; Knowledgeable with various recruitment avenues, sources and network, compensation and benefits processes or employee relations related work; Excellent presentation skills, knowledge on generally all human resource management facets and can effectively communicate these across the organization; Must be analytical and possess qualities of a critical thinker; Must have a high level of inter-personal skills.

A strong background in monitoring and controlling, particularly those on the implementation and administration of HR policies and procedures; As a specific area in HR may be assigned, actual experiences that indicate competencies related to the specific body of knowledge is required; Knowledge and practice of relevant provisions of the Labor Laws and Code shall be required.
• Graduate of BS/BA Degree in Human Resources, Management, Psychology, Behavioral Science, or any related management course with at least three (3) years managerial experience in all areas of personnel administration or human resource management.
• Job role in General HR include Recruitment, Employee Services, Compensation & Benefits and Labor Relations
• Preferably Assistant Manager / Manager specializing in Human Resources or equivalent
• Required language(s): English, Filipino
Leasing Officer

Responsibilities:

To support the business process of the Leasing Department in the mall such as handling the entire documentation process of lease and contract stewardship function from on-boarding leases to the termination of their contract; to support projects and continuous improvement efforts on the use of the leasing administration system and evaluation of processes and procedures in order to contribute to the efficiency of the entire department, within the standards, limits and requirements provided by the Organization, established by company policies and procedures as well as rules and laws of the Philippines.

Leasing Administration
To review and validate documents of lease transactions and leasing agreements of tenants, and generate and produce accurate lease contracts in accordance with established procedures and timelines, in order to ensure compliance to contractual obligations and/or changes in company policies and procedures affecting the terms and conditions of their lease, resulting to management and tenant’s business-relation satisfaction.

Records management Support

To gather and maintain accurate and complete data on leasing related records and database that will be used by the Functional Head to monitor the status of the operations and for the purpose of assessing the usefulness and effectiveness of implemented strategies, activities and efforts that aims to contribute to long-term business process excellence.
Requirements:

_Educational Requirements_
- Leasing Supervisors must have a four-year degree in accounting, finance, economics, statistics, mathematics or any other related course.
- Other interested candidate that doesn’t hold any similar courses **must have** similar experience to position applied for.

_Experience Requirements_
- At least 2 to 4 years’ experience in accounting, audit, finance, BPO, or any other related work.
- Leasing Supervisor may not have any direct experience with the job as they will receive on-the-job training to learn the specific policies and procedures of the company.
Leasing Supervisor

Responsibilities:

The Leasing Supervisor assists the Leasing Manager in improving and maximizing the tenant occupancy of the mall by managing all tenant contracts whether for awarding and/or renewal. The individual generates Lease reports such as but not limited to Sales Performance Report, Comparative Analysis Report and Accounts Update Report on a regular basis for proper monitoring and reportorial compliance.

Requirements:

• Candidate must possess at least a Bachelor's/College Degree in Business Administration / Management, Commerce, Marketing or equivalent;
• Preferably 1-4 years Experienced Employee in Marketing and Sales Administration;
• Possess strong inter-personal, negotiation and presentation skills;
• Computer literate and with excellent communication skills both oral and written
Marketing Officer

Responsibilities:

The Marketing Officer assists the Marketing Manager in managing the mall's event management activities; Implements system-wide mall marketing requirements for promotions and advertising campaigns; manage and maintain relationships with sponsors and business partners; committed to support other special retail sales campaigns such as the 3-day week-end sale and other requirements.

Requirements:

• Candidate must possess at least a Bachelor's/College Degree, Marketing, Business Studies/Administration/Management, Mass Communications or equivalent.
• At least 1 year(s) of working experience in the related field is required for this position.
• Preferably 1-4 Yrs Experienced Employees specializing in Marketing/Business Development or equivalent.
• Full-Time position(s) available.
Marketing Manager

Responsibilities:

The Marketing Manager is responsible for the mall's event management activities; implements system-wide mall marketing requirements for promotions and advertising campaigns; manages and maintains relationships with sponsors and business partners; committed to support other special retail sales campaigns such as the 3-day week-end sale and other requirements.

Specific Duties and Responsibilities:

• Events conceptualization and implementation
• Management of Mall promotions, advertising, and sponsorships
• Scheduling, budgeting and management of all mall events
• Implementing local advertising placements in print, TV and radio
• Supervises, trains, coaches and evaluates all marketing staff

Requirements:

• Graduate of Marketing, Advertising or Communication Arts or any 4-year business course
• Work experience in the fields of Marketing, Sales, or Retail Management
• Possesses excellent leadership and entrepreneurial qualities
• Required skills and competencies: Financial management, results orientation, creativity and strategic thinking, problem solving, decision making, and excellent communication skills (both oral and written)
• Required language(s): English and Filipino; ability to communicate in Mandarin is an advantage but not a requirement
• At least 3 years of working experience in the related field is required for this position
Operations Manager

Responsibilities:

• Manages the engineering operations of several facilities in the mall.
• Oversees the proper and efficient operation of all the SM facilities' electromechanical equipment and timely completion of all engineering projects.
• Supports tenants’ utility requirements and handles budget monitoring and control and the promotion and implementation of the company’s regulations and policies.

Requirements:

• Must have a Bachelor’s Degree in (Electrical/Mechanical) Engineering or equivalent
• Professional license is required
• At least 3 years of managerial experience in electro-mechanical maintenance, construction and property management
• Working knowledge in Quality Management Systems (ISO 9001, 14001 etc.) is an advantage
• With above average written and oral communication skills
Leasing Manager

Responsibilities:

To conceptualize, develop and create strategies and projects; study, review and recommend policies and procedures that will increase, improve, and maximize tenant occupancy of the malls; review, analyze, propose and advise management and tenants on product/service mix concepts, construction requirements and compliance to contractual obligations; collaborate in the administration and integration of sales and marketing functions for the improvement of the performance of tenants as well as tenancy and leasing operations, for the purpose of actualizing target rental income budget and planned occupancy levels; and, achieve tenant satisfaction within the limits and conditions provided by mall management and other related regulations, company policies and procedures, convention and practices that have been established.

Specific Duties and Responsibilities:

• Lease income generation
• Lease management
• Market research and analysis
• Tenant management
• Credit management and collection
• Lease administration and documentation
Requirements:

• Graduate of any four-year business-related course. Preference is given to those with experience in marketing, sales, or retail management.
• Possesses excellent leadership and entrepreneurial qualities.
• Required skills and competencies: Financial management, results orientation, creativity and strategic thinking, problem solving, decision making, negotiation skills, and excellent communication skills (both oral and written)
• Required language(s): English and Filipino
• At least 3 years of working experience in leasing, retail management, or significant exposure to the shopping center industry.