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REALTY MARKETING CORPORATION

POSITION : Human Resources Officer
JOB CLASSIFICATION : Staff Position
ACCOUNTABLE TO : Management Services Manager
RELATES TO : All Employees and Sales Network Members
POSITION OBJECTIVE : To ensure that the company employs the right balance of staff in terms of skills and experience, and that training and development opportunities are available to employees to enhance their performance and achieve the company’s business aims.

REQUIREMENTS : 
1. Bachelor’s/College Degree – Psychology, Human Resource Management or equivalent
2. Under 30 years of age
3. Excellent verbal and written communication skills
4. Fresh graduates are welcome to apply

I. Main Functions

➢ Works closely with departments, increasingly in a consultancy role, assisting line managers to understand and implement policies and procedures
➢ Promotes equality and diversity as part of the culture of The Company
➢ Recruits staff – this includes developing job descriptions and person specifications, preparing job adverts, checking application forms, short listing, interviewing, and selecting candidates
➢ Develops and implements policies on issues such as working conditions, performance management, equal opportunities, disciplinary procedures, and absence management
➢ Interprets and advises on employment law
➢ Deals with grievances and implements disciplinary procedures
➢ Analyses training needs in conjunction with departmental managers

II. Special Functions

➢ Undertakes regular salary reviews
➢ Administers payroll and maintains employees’ records
➢ Negotiates with the staff and their representatives on issues relating to pay and conditions

III. Other functions as may be assigned by his/her Immediate Supervisor and the President/CEO.

Kindly e-mail your resumes to toprank.recruitment@gmail.com

4th Floor Bldg. BT&T Center, 20 E. Rodriguez Jr. Ave., Bagumbayan, Quezon City, Philippines
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REALTY MARKETING CORPORATION

POSITION: Executive Assistant to the President/CEO
JOB CLASSIFICATION: Staff Position
ACCOUNTABLE TO: President/CEO
COORDINATES WITH: All Groups/Departments
RELATES TO: All Employees and Sales Network Members, and Buyers
POSITION OBJECTIVE: To assist and support the President/CEO in all her daily tasks, including, but not limited to, coordinating with all Groups/Departments, disseminating Company policies, organizing events, documenting meetings, and composing official Company Letters.

REQUIREMENTS:
1. Holder of a Bachelor’s Degree preferably from a reputable university
2. Female, age 25 years or younger
3. Articulate with pleasing personality
4. Expert verbal and written communication skills; with strong decision-making ability and attention to detail
5. Fresh graduates are welcome to apply

I. Main Functions

- Prepare reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software
- Conduct research, assemble and analyze data to prepare reports and documents
- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution
- Open, sort, and distribute incoming correspondence, including faxes and email
- File and retrieve corporate documents, records, and reports
- Prepare responses to correspondence containing routine inquiries
- Liaise with internal staff at all levels
- Perform managerial duties in the absence / on behalf of the President/CEO
- Interact with external clients when needed
- Organize/host Company events such as strategic planning sessions and celebrations
- Manage and maintain executives schedules, appointments and travel arrangements

II. Other functions as may be assigned by the President/CEO.

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REALTY MARKETING CORPORATION

POSITION: Marketing Officer
ACCOUNTABLE TO: Sales Operations Manager
RELATES TO: All Employees and Sales Network Members
POSITION OBJECTIVE: To effectively provide assistance to the Sales Operations Manager in all phases of Marketing and Sales.

REQUIREMENTS:
1. Holder of a Bachelor’s Degree, preferably with a Degree in Marketing or any related course
2. Preferably with experience in the real estate industry
3. Articulate and with pleasing personality
4. Willing to work a Tuesday to Saturday schedule, with Sundays twice a month
5. Willing to work in the Capitol Hills area

Main Functions

- Works mostly on-site (in Capitol Hills area)
- Provides assistance in all marketing and sales activities
- Presents projects, company profile, promos, and incentives to all Sales Network Members
- Maintains and updates as necessary all documentation regarding Sales Operations Procedures
- Assists the Sales Operations Manager in all Sellers’ Training for the In-house Sales Network Group
- Assists in monitoring and ensuring that all Sales Network Members are at their assigned manning schedules (Spot checking)
- Assists the Sales Operations Manager in all Sales Operations functions

Routine Tasks

- Prepares all manning schedules of exhibits and site activities
- Performs background checking of all In-House Sales applicants

Other functions as may be assigned by his/her Immediate Supervisor and the President/CEO.

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REALTY MARKETING CORPORATION

POSITION : Accounting (Certified Public Accountant)
ACCOUNTABLE TO : Finance Manager and President/CEO
DIRECT/SUPERVISES : Accounting Assistant and Finance Officer
RELATES TO : All Employees and Sales Network Members, and Buyers
POSITION OBJECTIVE : To effectively perform accounting management functions.

I. Routine Functions

- Reviews summary of Withholding Taxes on Compensation and Expanded/Other, SSS/Philhealth, and monitors the filing of the pertinent forms
- Reviews cheques and Cash Disbursements Vouchers (CDV)
- Reviews recorded transactions on Cash Disbursements and General Journal
- Reviews recorded transactions on Cash Receipts Journal
- Reviews posting to the General Ledger on a regular basis
- Reviews Trial Balance
- Reviews cash position
- Coordinates with external auditors

II. Main Functions

- Supervises Accounting Coordinator
- Prepares Budget Projection
- Prepares Budget Projection versus Actual Expenses
- Prepares profit and cost analysis
- Prepares financial statements, namely: Balance Sheet, Income Statement and Statement of Stockholder’s Equity for review by the Finance Manager
- Reviews and finalizes Bank Reconciliation
- Analyzes financial statements
- Keeps the Management informed of significant financial matters
- Ensures that all financial activities are in compliance with the Company’s policies and procedures

III. Other functions as may be assigned by his/her Immediate Supervisor and/or the President/CEO.

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REALTY MARKETING CORPORATION

POSITION : Accounts Management
JOB CLASSIFICATION : Officer Position
ACCOUNTABLE TO : Finance Manager
RELATES TO : Buyers, Brokers’ Network, Sales Network, and Prime Homes
POSITION OBJECTIVE : To achieve at least ninety percent (90%) Collection Efficiency

I. Main Functions

- Handles Sales Acceptance activities
- Monitors overdue accounts and closely coordinates with customers to provide solutions to problems regarding payments
- Contacts delinquent client and/or provider accounts by letter or via telephone in order to discuss legal requirements and/or to make arrangements for deferred payment plans, forbearance agreements, or explore other feasible options when necessary
- Handles adjustments affecting Buyers’ accounts
- Closely monitors all active accounts to ensure that the target collectible is met
- Creates, updates, and files individual index of buyers and keeps a record of payments made
- Computes Marketing Fees and due commissions
- Prepares the Contracts to Sell (CTS)
- Prepares weekly reports on the output of Buyers with signed CTS
- Checks and reviews Congratulatory Letters prior to the approval and signature of the President/CEO and organizes the Buyers’ Files and ensures that the checklist of requirements are complied with
- Creates, applies, and controls financial procedures and forms ensuring that each transaction and payment has the necessary approval and justification
- Monitors the Cash Advance (CA) and Pro-rated Commission of the Sellers weekly
- Monitors inventory of CTS
- Coordinates with the Finance Department of Primehomes

II. Other functions as may be assigned by his/her Immediate Supervisor and the President/CEO.

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