WE CURRENTLY HAVE AN OPENING FOR:

BRANCH BANKING GROUP

**Telllers** (Metro Manila; North Central Luzon - Tarlac, Vigan, Olongapo, Bataan, Dagupan, Baguio; Southern Luzon - Lipa Recto, Centro Lucena, San Pablo, Legaspi; Visayas - Mandaue, Kalibo, San Juan, Tagbilaran, Mabolo, Mango Ave., Jones Ave.; Mindanao - Pagadian, Magsaysay, General Santos)

**Job Summary:**
- Processes over-the-counter transactions of the branch deposits, withdrawals/encashments, credit/debit memo, bills payment, etc.
- Ensures delivery of excellent quality service to all clients based on the bank's customer service standards

**Qualifications:**
- Graduate of any 4-year business course
- Highly motivated, with pleasing personality and good interpersonal skills
- Good communication skills
- Computer literate

**Sales Associates** (Metro Manila; Southern Luzon - Manpower Pool)

**Job Summary:**
- Opens bank accounts, processes transactions relative to deposit accounts and other products and services of the bank.
- Ensures delivery of excellent quality service to all clients based on the bank's customer service standards.

**Qualifications:**
- Graduate of any 4-year business course
- With pleasing personality, good interpersonal skills, and strong customer service
- Has good communication skills
- Preferably with knowledge in bank products and services
Sales Officers (Metro Manila; North Central Luzon - Manpower Pool; Southern Luzon- Masbate, San Jose; Mindanao - Magsaysay, Pagadian, Cotabato, San Pedro, Ozamis)

Job Summary:
- Markets and sells bank's products and services, including those of its subsidiaries and affiliates, to assist the Branch Manager in attaining deposit and income targets of the branch.

Qualifications:
- Graduate of any business-related course
- Possesses high level of marketing and selling skills
- Must have sound knowledge of bank's products and services, including those of the subsidiaries and affiliates

Branch Operations Officers (Metro Manila; Southern Luzon - Manpower Pool, Calapan; Visayas - Manpower Pool; Mindanao - Manpower Pool, General Santos)

Job Summary:
- Manages and controls branch operational risks and ensures adherence to existing policies, guidelines, internal control procedures and other regulatory bodies such as BSP, SEC, BIR, etc. while maintaining the highest quality of service

Qualifications:
- Highly knowledgeable in branch operations
- Ability to identify problems and resolve these with consultations or directions from superiors
- Must possess supervision and inter-personal skills
- Responsive to customer needs
- Graduate of any four-year business course

Transaction Reviewers (Operations Support Department)

Job Summary:
- Conducts regular and/or surprise visit to the assigned branches to check validity and legitimacy of identified transactions and processes.
- Initiates investigation on reported branch-related irregularities.

Qualifications:
- Graduate of any 4-year business course
- Preferably with strong background in branch operations
- Good communication skills
- Excellent in report writing and analytical skills
- Good interpersonal relationship skills.
- Willing to travel in any of the branches in UCPB

Cash Center Officer (Biñan Cash Center)

Job Summary:
- Responsible for planning, organizing, directing, coordinating and controlling the activities which impact the operations of the cash center
- Responsible for the attainment of the cash center’s objective and targets
- In-charge of accurate accounting of transactions of the CSA, sorting supervisor, pick-up tellers and implementation of the bank and BSP approved policies, controls and procedures in an audit rating that meets the minimum requirement set by the management
- Handles proper maintenance of the general ledger of the unit and specific subsidiary ledgers pertaining thereto
- Responsible for accurate and prompt submission of financial reports for internal and external purposes
- Monitors continuous improvement of the cash center’s overall productivity

Qualifications:
- Graduate of any four-year business course
- Possesses system and analysis skills, problem solving skills, leadership and management skills
- With good oral and written communication skills
- Adheres to BSP regulations on cash operations
- Proficient in computer applications
- Control oriented
OPERATIONS GROUP

Credit Investigators / Appraisers (Head Office, Dagupan, Sto. Tomas, Leasing)

Job Summary:
- Provides services for the appraisal of property
- Provides credit investigation of corporate and individual accounts

Qualifications:
- Graduate of Mechanical Engineering
- Technical skills in the area of engineering, economics, statistics, legal documentation
- Knowledge in computer applications
- Personality & character: independent, works with minimal supervision, resourceful, impartial, incorruptibility
- Familiar in chattel and real estate appraisal
- Exposure in credit investigation

Credit Officers (Head Office)

Job Summary:
- Minimizes company exposure to credit and fraud losses whilst delivering a high standard of customer service
- Maximizes loan approvals while ensuring sound credit judgment
- Reviews and analyzes applications based on the Underwriting Policy and within the bank and regulatory guidelines
- Assigns sufficient down payment and length of term on each approved application.
- Performs telephone investigation to obtain critical information required to render justified decision
- Provides premium servicing to internal customers on explaining reasons that led to decision and handle queries on status of applications and the need for requesting supporting documents
- Monitors inventory and aging of applications on a daily basis, supported by daily productivity reports
- Recommends and escalates exceptional cases to higher management for decision and ensure approvals are properly documented
- Comes up with recommendations revising the underwriting criteria without sacrificing portfolio quality and in compliance with internal and regulatory guidelines

Qualifications:
- Preferably with at least 1 year credit experience
- Willing to work long hours
- Has strong oral and written communication skills
- Graduate of any four-year business course

Loans Documentation Specialist (Cagayan De Oro)

Job Summary:
- Ensures accuracy, completeness, correctness, and enforceability of loan and collateral documents in order to protect and strengthen the position of the bank on its rights and claims against the borrower. Likewise ensures that the bank’s lending policies are complied with by the Credit Officers and all loan transactions are approved/authorized by the proper approving body.

Qualifications:
- Graduate of any 4-year business course
- Experience in custodial and documentation is an advantage
- Good written and oral communication skills
- Computer Literate
- Diligent, hardworking, conscientious and meticulous

Bookkeeper (Trust Accounting Department)

Job Summary:
- Records, summarizes and reconciles all Trust Banking transactions to ensure accurate accounting; prepares Trustor’s Financial Statements and other reports.

Qualifications:
- Graduate of BS Accountancy or any related course to accounting
• Must possesses good analytical skills
• Has an initiative to learn and can work under minimum supervision

SUPPORT SERVICES GROUP

Planning and Budget Officer (SPAD)

Job Summary:
• Develops bank’s Annual Budget for timely and accurate accounting and analytic management information support.
• Monitors expenses and assists in developing strategies to manage costs that will support to a stronger bottom line - Net Income
• Plans, organizes, directs, coordinates and controls the periodic reporting and completion of all the functions required from the section.
  • Weekly ALCO Reports & Analysis
  • Monthly Board/OPEX Reports & Analysis
  • Quarterly Competitors Reports & Analysis
  • Annual Budget Reports & Analysis
• Conducts a broad range of organizational and system analysis for an enhanced work procedures and automated solutions in producing reports.

Qualifications:
• Must be a college graduate preferably in Accounting
• Must have a managerial position, with at least 5 years experience in Corporate Planning
• Must possess a developed analytical and decision making skills
• Well-versed in MS Office and familiar with business intelligent tools
• With good interpersonal relationship with others

CORPORATE AND CONSUMER BANKING GROUP

Product Officers (Auto Loans, Real Estate, CFBC - Cebu, Cagayan de Oro, Davao & Sto.Tomas)

Job Summary:
• Markets the division’s auto, personal, and real estate loan products

Qualifications:
• Preferably with experience in handling consumer accounts
• Possesses marketing and selling skills
• Preferably with background on credit
• Has general knowledge on government regulations concerning housing
• Has strong oral and written communication skills
• Graduate of any four-year business course

Product Assistants (Personal Loans, Salary Loans, Real Estate, CFBC - Sto. Tomas, Angeles, Davao)

Job Summary:
• Market’s the bank’s real estate, auto and personal loan products.

Qualifications:
• Possesses marketing and selling skills
• Preferably with background on credit
• Has general knowledge on government regulations concerning housing
• Has strong oral and written communication skills
• Graduate of any four-year business course

Product Coordinators (Real Estate and Auto Loans)

Job Summary:
• Solicits loan applications from developers/agents, used car dealers/agents, accredited companies
• Meets monthly booking objective
• Enhances company’s good professional image with the assigned market source, and develops business relationships with its personnel and prospective customers
Qualifications:
- Graduate of any 4-year business related course
- Preferably with marketing-related training and experience
- Possess good communication skills
- Proficient in computer applications

**Skip Tracer (Collection and Asset Recovery Department)**

**Job Summary:**
- Provides paralegal work concerning consumer loans
- Determines the whereabouts of the clients/mortgaged units for further collection, filing of appropriate legal action

**Qualifications:**
- Possesses inter-personal, communication and negotiation skills
- Highly motivated, resourceful, focused
- Driving skills (4-wheel vehicle and motorcycle)
- Graduate of any course

**Relationship Managers (Metro Manila 1, Luzon, VisMin - Cebu, CDO, Davao)**

**Job Summary:**
- Markets the bank products to the corporate business community and manages their corporate portfolios. Stays in persistent communication with prospective and existing clients for purposes of identifying needs and identifying compatible bank products.

**Qualifications:**
- With extensive experience in account management
- Possesses marketing, analytical and negotiation skills
- Graduate of any four-year business course
- Preferably with working knowledge of all products and services of the bank, its affiliates and the different operating units of the bank and their functions

**Asst. Relationship Managers (Zamboanga and CDO)**

**Job Summary:**
- Handles day-to-day servicing of accounts and assists the Relationship Managers in marketing the bank credit facilities and products.

**Qualifications:**
- Graduate of any business-related course
- Must have firm knowledge of the various bank facilities and products that can be offered to clients.
- Good organization skills

**Property Administrator**

**Job Summary:**
- The property administrator serves as the account officer for the ROPOA asset. As the account officer, the property administrator performs the following tasks:
  - Brings the acquired asset to marketable condition
  - Ensures that the value of acquired assets is preserved
  - Assists Marketing Officers in handling buyers’ complaints and queries pertaining to technical aspect of the acquired asset

**Qualifications:**
- Above average decision - making and problem solving skills
- Above average negotiation skills
- Knowledgeable in the asset’s background
- Good financial management background
- Knowledgeable in relevant technical aspects of managed property
Executive Secretary (CCBD)

Job Summary:
- Performs various secretarial functions such as arranging appointments for the division head, taking dictation, typing/transmitting/receiving/filling reports, memos and other forms of correspondence and placing/receiving/screening telephone calls.

Qualifications:
- Graduate of any four-year course
- Female
- With good oral and written communication skills
- With very pleasing personality and has good interpersonal skills
- Can relate to various levels in the organization
- With basic knowledge of banking and finance
- Proficient in computer software operations (i.e. word processing, preparation of spreadsheets and slide presentations)

LEGAL SERVICES GROUP

Legal Assistant (Remedial and Enforcement Dept)

Job Summary:
- Assist lawyers in the delivery of legal services (litigation, non-litigation and corporate services). Through formal education, training and/or experience, LA should have knowledge and expertise regarding the legal system and substantive and procedural law which qualify them to do work of a legal nature under the supervision of a lawyer.

Qualifications:
- College Graduate, preferably with at least 18 units of law subjects
- Effective verbal and written (communication and documentation) skills and computer software literacy (at least Internet/Email, MS Word & Excel)
- Basic working knowledge on court and government rules
- Basic working knowledge on legal documents
- Effective office management skills
- Effective interpersonal skills and possesses good work ethics

INFORMATION TECHNOLOGY AND METHODS GROUP

Business Systems Officers (Productivity and Methods Department)

Job Summary:
- Development, review and updating of policies, guidelines and procedures governing all business and support functions, products and services of the Bank and identified Subsidiaries and Affiliates.
- Conduct of process review and design of business processes governing the whole Bank and identified Subsidiaries and Affiliates.
- Conduct of studies, formulation and monitoring of implementation of cost management initiatives in line with the Bank’s continuing Cost Management Program:
- To support profitability performance and attainment of targets through formulation of effective cost management measures and bottom-line improvement initiatives

Qualifications:
- Graduate of Industrial Engineering or any four-year business course
- Strong working knowledge and exposure in systems and methods, process documentation, process review and reengineering, varied banking operations, cost management and financial analysis, regulatory compliance and/or related fields
- Possesses strong analytical and project management skills
- Excellent oral and written communication skills

Manual Development Officer (Productivity and Methods Department)

Job Summary:
- Both BSO and MDO perform all the four (4) major functions of Productivity and Methods Department (PMD), namely:
1. Process Management
   Conduct Process Review; design, review, reengineer, improve and rationalize Business Processes; formulate and implement Process Management Solutions

2. Productivity and Cost Management
   Conduct Studies; formulate and implement Productivity/ Cost Management Solutions and Initiatives

3. Manual Development and Deployment
   Develop, review and update Product Manuals, Non-Product Manuals, policies, guidelines and procedures covering all Products, Services and Processes

4. Forms Management
   Create, review, redesign, improve and rationalize Forms, Records and Reports

- A PMD Project generally involves all 4 major PMD functions, the degrees per function vary depending on the project type:
  1. A Process Management Project, which essentially entails process review, also largely yields productivity/ cost initiatives, and ends with updating of Manuals and forms.
  2. A Manual Development Project, which mainly entails documentation of policies, guidelines, procedures and creation of forms, also requires process and forms rationalization hinged on productivity/cost improvement.

- A BSO/ MDO therefore works on a PMD Project from beginning to end, performing the full cycle work processes of PMD. Work on a PMD Project is not segmented. Each BSO/ MDO must be adept on all PMD work methodologies, standards, techniques and disciplines.

Qualifications:
- Graduate of Industrial Engineering or Business Course
- Preferably with MSIE or MBA or a CPA
- A Bank Officer for at least 1 year
- With working knowledge and exposure in:
  - Business systems and methods
  - Process engineering and documentation
  - Productivity and cost management
  - Manual development and policy documentation
  - External regulations (BSP, BIR, etc)
  - Controls and risks
- Technical skills
  - Industrial engineering techniques such as Lean, Kaizen , Six Sigma, etc
  - Process improvement and engineering, methods analysis
  - Process mapping and documentation
  - Value Analysis, Value Stream Mapping
  - Policy and guidelines formulation

Section Heads (Productivity and Methods Department - Manual Development)

Job Summary:
- Covers the four (4) major functions of Productivity & Methods Department (PMD), namely:

1. Process Management
   - Manage Process Review Projects; supervise the design, review, reengineering, improvement and rationalization of Business Processes; supervise the formulation and implementation of Process Management Solutions

2. Productivity and Cost Management
   - Manage Studies; supervise the formulation and implementation of Productivity/ Cost Management Solutions and Initiatives

3. Manual Development and Deployment
   - Manage the development, review and updating of Product Manuals, Non-Product Manuals, policies, guidelines and procedures covering all Products, Services and Processes

4. Forms Management
   - Manage the create, review, redesign, improvement and rationalization of Forms, Records and Reports

Qualifications:
- Graduate of Industrial Engineering or Business Course
- Preferably with MSIE or MBA or a CPA
- A Bank Officer for at least 3 year
- With solid working knowledge and extensive exposure in:
- Varied banking areas
- Business systems and methods
- Process engineering and documentation
- Productivity and cost management
- Manual development and policy documentation
- External regulations (BSP)
- Controls and risk

**Analyst Programmer (CDSD 1 / CDSD 2)**

**Job Summary:**
- Codes simple to complex programs
- Prepares test data and conducts unit and module testing
- Prepares all program documentation requirements

**Qualifications:**
- Graduate of Computer Science, Engineering, Mathematics, Statistics
- With working knowledge in:
  - Any RDBMS (DB2, MS SQL, or ORACLE)
  - Programming using VB.net and/or JAVA
  - Creating web based applications
  - UNIX or LINUX and/or WINDOWS SERVER 2003/2008

**Analyst Programmer 3 (CDSD 2 - Delivery Channels)**

**Job Summary:**
- Analyzes, designs and codes simple to complex programs to address a business requirement
- Performs unit, module, and system/integration testing
- Prepares test scripts, test data and all required system documentation

**Qualifications:**
- Graduate of Computer Science, Engineering, Mathematics, Statistics
- Minimum of 3 years of experience in C#, ASP.NET, and web services (WSDL)
- With working knowledge in:
  - Object Oriented Programming
  - Multithreading
  - Theming
  - C# in web development
  - ADO.NET entity framework
  - LINQ
  - jQuery/javascript
  - SSRS
  - WCF and RIA service
  - CSS
- Must possess excellent analytical and problem solving skills
- Must be proficient in systems analysis and design

**Analyst Programmer 3 (CDSD 2 - Trade Finance System)**

**Job Summary:**
- Analyzes, designs and codes simple to complex programs to address a business requirement
- Performs unit, module, and system/integration testing
- Prepares test scripts, test data and all required system documentation

**Qualifications:**
- Graduate of Computer Science, Engineering, Mathematics, Statistics
- At least 2 years of experience as a Computer Programmer and at least 1 year of experience as a Systems Analyst
- With working knowledge in:
  - Java, UDB, JBPM Engine, ALFRESCO
- Must possess excellent analytical and problem solving skills
- Must be proficient in systems analysis and design

**Systems Analyst (CDSD 2 - Core Banking System)**

**Job Summary:**
- Analyzes, designs and codes simple to complex programs to address a business requirement.
- Performs unit, module, and system/integration testing.
- Prepares test scripts, test data and all required system documentation

**Qualifications:**
- Graduate of Computer Science, Engineering, Mathematics, Statistics
- Must have at least 3 years IT-related working experience (i.e. 1 year experience in system analysis and 2 years in programming using RPG ILE).
- Must possess excellent analytical and problem solving skills
- Must be proficient in systems analysis and design

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**Service Specialists (DCSD-User Support Section)**

**Job Summary:**
- Attends to phone-in problems, problems/messages sent through electronic mail (Lotus Notes) and/or SMS (text) messages from user/clients of the bank and to ensure proper use of trouble shooting guides in resolving problems.
- Coordinate with other section/project team in the resolution of problems referred to our group.
- Perform/assist in fieldwork/conversion/automation/enhancement activities for all non-automated process/existing system of our users/clients as required.
- Responsible for proper application of problem management procedure to deliver quality service to user and clients of the bank.

**Qualifications:**
- Must be a college graduate with Accounting or Commerce degree major in Accounting or its equivalent. Preferably with minor in Information Technology
- Must possess good customer orientation and good communication skills both oral and written
- Must possess high tolerance level and be extremely patient in handling client with phone in problems.

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**Quality Assurance Officer (Information Planning and Management Department)**

**Job Summary:**
- Support the attainment of quality assurance goals through formulation and enforcement of effective IT infrastructure and software quality processes and its requirements
- Conduct of studies, formulate, implement, and monitor the software quality assurance processes
- Perform consulting functions in the evaluation of hardware, software, network solutions and/or productivity tools

**Qualifications:**
- Graduate of Computer Science, Engineering, Mathematics, Statistics
- Strong working knowledge and exposure in application systems development (from programming to systems analysis and design to project leading or management), and policy/guidelines formulation
- Excellent oral and written communication skills, excellent coordination skills and must be highly customer-oriented
- Possesses technical skills related to SSAD-based or OOAD-based ISD development methodology
- With good communications skills (oral and written)
- Has working knowledge with the following platforms: Client / Server, Unix, Mainframe
- Has working knowledge with the following databases: DB2, Oracle, SQL Server, Informix
- Good technical background on Information Technology processes/functions, organization and operation
- Must have above average analytical and assessment skills. Must be exceptionally good in determining process/system deficiencies, analyzing and making sound/appropriate solutions/recommendations.

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**Engineer (Head Office and Mindanao)**

**Job Summary:**
- Responsible for the installation, repair and maintenance of personal computers and its peripherals at the Head Office or branches and remote offices nationwide.

**Qualifications:**
- Graduate of Computer Engineering, Electronics and Communications Engineering and Electrical Engineering
- Knowledge in:
  1. Basic installation, troubleshooting and repair of computer equipment
2. Installation and repair of application packages:
   - Operating systems supported are Microsoft Windows (98,2000,XP,Vista,7.0)
   - Must possess good interpersonal and analytical skills

Peripheral Operator (Data Center Services Department)

Job Summary:
- Responsible in operating and monitoring the functional status of the different peripheral equipments in the work area such as printers, microfiche reader/printer, personal computers, computer room fire suppression system and computer room security access system.
- In charge in receiving and processing all requests received thru lotus notes and hand carried requests by user/ representatives.
- Verifies all generated daily, weekly and monthly reports and their timely availability as per service level agreement with the users.

Qualifications:
- Must be a college graduate preferably in computer related course.
- Must be very familiar in Personal Computer Operations.
- Must have knowledge in AS400 (i-series) operations, Lotus Notes.
- Must possess good written communication skills.
- Must be knowledgeable in the operation of the line printers and microfiche reader/printer.
- Must be knowledgeable in the operations of the following PC Based programs:
  - MS Word
  - MS Excel
  - MS Outlook
  - MS PowerPoint
  - MS Publisher
  - MS Dos
  - File transfer facilities
- Must be able to lift a box of continuous forms for mounting to the line printer.
- Must be very familiar with all the different forms mounted in the line printer.
- Must be knowledgeable in the data control of all generated reports.

INTERNAL AUDIT DIVISION

Audit Officers (Branch Audit, Loans Audit and Head Office)

Job Summary:
- Assesses compliance of organizational units with management objectives and applicable policies and procedures. Performs assurance reviews and consulting engagements, fraud investigation and special projects as may be directed or requested by the Audit Committee or the Management in accordance with accepted standards.

Qualifications:
- Preferably a Certified Public Accountant (CPA)
- With at least 2 years exposure on branch operations or other related businesses in a supervisory capacity
- With general understanding of audit/risk assessment techniques and principles
- Has keen analytical skills, sound judgment, strong decision making skills
- Strong verbal and written communication skills, and interpersonal skills
- Professional certification (CIA, CISA, CFSA, etc.) an advantage

BANK COMPLIANCE DIVISION

Compliance Officers

Job Summary:
- Implementation of the Bank's compliance system through program development, training and implementation, identification, monitoring and controlling of compliance risk.
• Institutes and maintains an effective compliance communication program for the Bank, including promoting a heightened awareness of standards of conduct, and understanding of new and existing compliance issues and related policies and procedures.
• Periodically abreast the Board of Directors on compliance-directed-committee issues.
• Reviews the over-all structure and oversight of the compliance risk to ensure that a comprehensive approach is undertaken and the appropriate senior level attention is engaged in managing compliance risk.

Qualifications:
• Graduate of any 4-year business related course
• Possesses high level of awareness and understanding of current and existing rules and regulations governing the banking industry as well as banking operations
• Has the ability to translate awareness and understanding of rules and regulations into practical application and advice provided to marketing/business, operational and support units for effective directing and management of compliance processes
• Possesses the skills and expertise to provide appropriate guidance and direction to the Bank on the development, implementation, and assessment/maintenance of the compliance program
• Effective interpersonal communication and teaching/presentation skills
• Expertise in banking laws, regulations, banking operations and risk management

TRUST BANKING GROUP

Relationship Manager

Job Summary:
• Responsible for the (a) marketing and distribution of various Trust products and services such as but not limited to, Personal Asset / Wealth Management, Institutional Asset / Wealth Management, Unit Investment Trust Funds and other Trust and Fiduciary Accounts / Services. This is geared towards the attainment of the Unit’s goals, objectives, budget and action plans, as well as the attainment of individual goals as determined by the Head-TBD Sales Department; and (b) administration of client-directed Personal and Institutional Asset / Wealth Management arrangements.

Qualifications:
• Graduate of any four-year business related course
• At least two (2) years experience in retail, corporate and institutional sales and / or marketing related functions
• Preferably with understanding of Trust regulations and such other regulatory issuances affecting the Trust business
• Preferably with basic understanding of General Banking and Trust Policies
• Possesses good leadership ability such as planning and organizing
• With good interpersonal skills with superiors, colleagues, clients and subordinates
• Preferably has passed the Trust Course conducted by the Trust Institute Foundation of the Philippines; and
• Preferably has passed the certification to market Unit Investment Trust Funds

CORPORATE SERVICES GROUP

Building Engineer

Job Summary:
• Responsible for the administration of the Corporate Offices and the performance of all plants, equipment, facilities and systems in the building.
• Responsible for the implementation of repairs and maintenance, renovation, alteration or improvements of the Corporate Offices.
• Implementation of maintenance and safety program in accordance to set standards and procedures.

Qualifications:
• Bachelor’s degree in engineering.
• Familiar with various engineering disciplines
• Possesses strong verbal and written communication skills
• Possesses high level of presentation, negotiation, interpersonal and management skills.
• Strong planning and organizing skills to handle task / work under given timelines and schedule.
• Strong ability to lead and manage diverse teams of technical staff
- Interact effectively with staff, management, government officials, contractors, suppliers, service providers and other external counterparts.
- Demonstrates professional and technical expertise in preparation of budgets, cost estimates, and building administration
- Proficient in the following computer software and graphic design tools: Microsoft Word, Powerpoint and Excel

MARKETING GROUP

Product Manager

Job Summary:
- Responsible for the development, enhancement, and management of the Bank’s products and services to support Bank’s profitability, strategic direction and brand promise

Qualifications:
- Graduate of any four year business-related course
- Must have working knowledge on existing bank products/services
- Must be attuned with the emerging trends in the banking industry including new products, technologies and regulatory policies
- Preferably with marketing experience/background
- With excellent analytical, verbal and written communication skills
- With good interpersonal and people management skills
- Must exhibit creativity, flexibility and multi-tasking skills

CRC Officer

Job Summary:
- Ensures effective and efficient handling and settling of complaints to meet and surpass customer’s expectations; ensures their satisfaction at all times, as well as maintains effective communication lines for external and internal customers for prompt, accurate and efficient handling of inquiries, sales referrals and requests for assistance.

Qualifications:
- Graduate of four year business-related course
- Knowledgeable on bank products and services, policies, procedures, and guidelines.
- Possess high interpersonal skills
- Excellent communication and listening skills
- Able to relate to all classes and ranks both externally and internally

MCRD Officer (Market and Customer Research Department)

Job Summary:
- Conceptualizes, develops, implements, and reports/presents studies related to quality customer service and product/market research.
- Provides management and concerned units with meaningful and timely information and analyses of customer feedback and product/market developments to support decision-making in areas such as service improvement and development of the bank’s products/facilities.
- Provides management and concerned units with industry updates/economic information to support business account generation and evaluation

Qualifications:
- Graduate of four year business-related course
- Outstanding analytical capability
- Adept in interpreting statistical data
- Outstanding oral and written communication skills
- Highly customer-oriented
**MCRD Specialist** *(Market & Customer Research Department)*

**Job Summary:**
- Assists the program/project manager in providing management and concerned units with meaningful and timely information and analyses of customer feedback and product/market developments to support decision-making in areas such as service improvement and development of the bank’s products/facilities. Tasks include gathering, back-checking, validating, encoding, and processing data for studies related to quality customer service, product/market and trust research.

**Qualifications:**
- Preferably BS Statistics or Communications Research graduate
- Adequate analytical capability
- Good oral and written communication skills
- Highly customer-oriented
- Knowledge on statistical software such as SPSS (Statistical Package and Service Solutions) and SAS (Statistical Analysis System) is an advantage
- Highly computer literate

**TRUST BANKING GROUP**

**Marketing Assistants**

**Job Summary:**
- Responsible for providing administrative, sales and marketing support to TBG Sales Department Relationship Managers in the performance of their duties and responsibilities

**Qualifications:**
- Preferably with understanding of Trust regulations and such other regulatory issuances affecting the Trust business;
- Preferably with knowledge of inter-relationship of the Trust Banking Group with other units of the Bank;
- Preferably with the basic understanding of General Banking Act and Trust Policies; and
- Preferably with understanding of the factors affecting the capital and financial market, and its potential effect on fund performances.
- Possesses good planning and organizing skills
- Has good interpersonal skills
- Others:
  1. Preferably has passed the Trust Course conducted by the Trust Institute Foundation of the Philippines; and
  2. Preferably has passed the certification to market Unit Investment Trust Funds

**TREASURY BANKING GROUP**

**MIS Business Officer** *(Non-Officer)*

**Job Summary:**
- Manage the Information System for Treasury to ensure that proper Income and expense for the Group is recognized.
- Liaise with the external regulatory agencies and various units of the bank to ensure compliance to all regulations.

**Qualifications:**
- Graduate of any four year business-related course
- Possesses marketing, negotiation and selling skills
- Possess analytical and quantitative skills
- Understanding of Treasury functions and proprietary and commercial products
- Knowledge of Bank Products, bank regulations and policies
- Adherence to rules and regulations set up by BSP, BAP, and SEC, etc.
- Confidence in the ability to defend proposals and ideas to peers and seniors
- Presence: the ability to act as the bank’s representative to clients and partners
Traders

Job Summary:
- Achieve the year’s budgeted income for trading
- Assist senior traders in monitoring and managing the Desk’s portfolio
- Maximize portfolio returns by effectively pricing Treasury products
- Develop, structure and price non-traditional treasury products
- Closely coordinate with the Fund Management Division to optimize bank funds.
- Support Sales & Distribution Division’s growth targets by providing competitive pricing for all Treasury products

Qualifications:
- Graduate of any four year business-related course
- Possesses strong analytical ability and quantitative skills
- Willing to undergo extensive training in the different trading desks.
- Ability to effectively make sound investment decisions within the authority given
- Strong financial analysis skills
- Ability to analyze macro-economic view of the different markets (i.e. foreign exchange, credit, rates, equities, commodities, etc.) is a plus
- Has professional work ethic and positive attitude
- Must be able to communicate well and create an atmosphere of cooperation

RISK MANAGEMENT DIVISION

IS Compliance

Job Summary:
- Providing administrative and technical assistance to the IS Compliance Risk Management Head in analyzing and evaluating information security systems and architectures.
- Developing security measures to protect information against unauthorized modification or loss.
- Help implement procedures in the identification, measurement, monitoring and establish risk controls to manage the Bank’s information security exposures.

Qualifications:
- Must have at least 3 years banking experience, knowledgeable in banking operations and controls
- Must have knowledge in security of mult-platforms such as Windows O/S, UNIX, PC Based Systems
- Must have knowledge in Information Security Management System implementation and maintenance.
- Control-oriented individual with highly-developed analytical ability
- Must have good oral and written communication skills
- Must have strong leadership qualities

Credit Review Officers

Job Summary:
- Conducts an independent quality review of the loan portfolio to assist line management in maintaining a sound and profitable loan portfolio

Qualifications:
- Has knowledge of credit and financial analysis including cash flow and collateral evaluation and their practical application.
- Highly analytical and very good problem solving skills
- Excellent written and oral communication skills
- Graduate of any business-related course

CONglomerate Security Department

Security Assistant

Job Summary:
- Assist the Security Officer in the administration and operation in all areas of security.
Qualifications:
- College graduate of any law enforcement course, Legal or Human Resource Management
- General law enforcement and banking experience
- Basic knowledge of compliance processes and its interaction with the security function
- Basic knowledge of the security contracting process for personnel and equipment
- Strong personality, possesses good written and verbal communication skills, investigative and negotiation skills and interpersonal relationship.
- Basic knowledge of compliance processes and its interaction with the security function
- With good analytical and planning skills

UCPB LEASING AND FINANCE CORPORATION

Account Officers (Head Office)

Job Summary:
- Responsible for soliciting new loan accounts to meet volume targets. Manages a set of assigned loan portfolio.

Qualifications:
- Graduate of four year business-related course
- Equipped with Marketing and account management skills
- Has good oral and written communication skills
- Proficiency in computer applications

HOW TO APPLY

UCPB associates:

A. Those who are interested to apply must:
  1. Fill up a JOB BID Form (please see attached form) and
  2. Submit to HRG-Manpower Management Department, 10th floor UCPB Building on or before January 31, 2014

B. Those who wish to refer external candidates:
  1. Request the candidate to submit the updated resume, transcript of records and recent 2x2 photo to:

    HUMAN RESOURCES GROUP
    MANPOWER MANAGEMENT DEPARTMENT
    10th floor UCPB Executive Offices
    Makati Avenue, Makati City
    Or send an email to: recruitment@ucpb.com

  2. Indicate your name as the referring associate.

    Applications may be submitted to HRG- Manpower Management Department for assessment.