

# PHILEXPORT JOB POSTING

Position Title:	<b>PDM SR. OFFICER</b>
Job Level:	<b>6</b>
Department:	<b>PROJECT DEVELOPMENT &amp; MANAGEMENT</b>
Division:	<b>PROMOTIONS</b>
General Description of the Position:	<ul style="list-style-type: none"><li>✓ Provides technical support to the manager by conducting research, conceptualizing / preparing / developing technical cooperation's and project proposals, sourcing funds, networking with agencies whether government or private, overseeing the implementation and conducting assessment of projects undertaken by the department.</li></ul>
Academic Requirements:	<ul style="list-style-type: none"><li>✓ Graduate of Business Management, Administration, Economics or other related courses</li></ul>
Professional Background:	<ul style="list-style-type: none"><li>✓ At least three (3) years experience in conducting research &amp; training,</li><li>✓ Preparing &amp; evaluating project proposals, and project implementation</li></ul>
Special Skills and Personality Traits:	<ul style="list-style-type: none"><li>✓ Must have good English communication skills;</li><li>✓ Computer literate;</li><li>✓ Aggressive;</li><li>✓ Pro-active;</li><li>✓ Resourceful;</li><li>✓ Excellent attention to details;</li><li>✓ A Team player</li></ul>

:	<b>PDM OFFICER</b>
Job Level:	<b>5</b>
Department:	<b>PROJECT DEVELOPMENT &amp; MANAGEMENT</b>
Division:	<b>PROMOTIONS</b>
General Description of the Position:	<ul style="list-style-type: none"> <li>✓ Provides technical support to the department by conducting research, evaluating project proposals, networking with agencies whether government or private, implementing projects and conducting assessments of projects undertaken by the department.</li> </ul>
Academic Requirements:	<ul style="list-style-type: none"> <li>✓ Graduate of Business Management, Administration, Economics or other related course.</li> </ul>
Professional Background:	<ul style="list-style-type: none"> <li>✓ Knowledgeable in research, preparing &amp; evaluating project proposals and project implementations.</li> <li>✓ At least 4 years work experience</li> </ul>
Special Skills and Personality Traits:	<ul style="list-style-type: none"> <li>✓ Must have good English communication skills;</li> <li>✓ Computer literate;</li> <li>✓ Aggressive;</li> <li>✓ Pro-active;</li> <li>✓ Resourceful;</li> <li>✓ Excellent attention to details;</li> <li>✓ Team player</li> <li>✓ Creative</li> </ul>

Position Title:	<b>EXPORT FACILITATION SENIOR OFFICER</b>
Job Level:	<b>5</b>
Department:	<b>EF/OSEDC</b>
Division:	<b>PROMOTION</b>
General Description of the Position:	<ul style="list-style-type: none"> <li>✓ Provides technical support to the manager and supervising function over the other staff;</li> <li>✓ Acts as Officer-in-charge in the absence of the Department Manager;</li> <li>✓ Handles technical assignments;</li> <li>✓ Initiates projects and activities that will contribute to the attainment of the group's objectives.</li> </ul>
Academic Requirements:	<ul style="list-style-type: none"> <li>✓ College graduate preferably Marketing, Economics and Management.</li> </ul>
Professional Background:	<ul style="list-style-type: none"> <li>✓ At least four years work experience preferably in export industry;</li> <li>✓ With supervising experience an advantage.</li> </ul>
Special Skills and Personality Traits:	<ul style="list-style-type: none"> <li>✓ Good customer relation skills,</li> <li>✓ Trustworthy,</li> <li>✓ can work long hours,</li> <li>✓ flexible,</li> <li>✓ has initiative,</li> <li>✓ Computer literate,</li> <li>✓ Must have good English communication skills,</li> <li>✓ Marketing oriented.</li> </ul>

Position Title:	<b>POLICY ADVOCACY OFFICER</b>
Job Level:	<b>4</b>
Department:	<b>EXPORT DEVELOPMENT COUNCIL</b>
Division:	<b>OFFICE OF THE PRESIDENT</b>
General Description of the Position:	<ul style="list-style-type: none"> <li>✓ Provides technical and secretariat support to the EDC Committees that will be assigned (e.g. Financing Assistance to SME's; Executive Committees);</li> <li>✓ Conducts researches relevant to the Committees handled;</li> <li>✓ Networks with relevant officials and agencies;</li> <li>✓ Prepares reports and news write-ups on accomplishments;</li> <li>✓ Undertakes technical tasks that may be assigned by the EDC Director, Deputy Director and members of the council.</li> </ul>
Academic Requirements:	✓ College graduate preferably of business courses, such as Marketing, Economics and Management.
Professional Background:	✓ Experience in organizing meetings, business writing and research
Special Skills and Personality Traits:	<ul style="list-style-type: none"> <li>✓ Team player,</li> <li>✓ Analytical Thinker;</li> <li>✓ Trustworthy,</li> <li>✓ can work long hours,</li> <li>✓ flexible,</li> <li>✓ has initiative,</li> <li>✓ Computer Literate,</li> <li>✓ Must have good English communication skills.</li> </ul>

Position Title:	<b>CLERK</b>
Job Level:	<b>2</b>
Department:	<b>COMMON BONDED WAREHOUSE DEPARTMENT</b>
Division:	<b>OPERATIONS</b>
General Description of the Position:	<ul style="list-style-type: none"> <li>✓ Handles issuance of CI CIL, BN Forms to clients and prepares endorsement of bonds and notice of cancellation, receive and release PIA, PAP and RS. Secretariat and assist in the every other month seminars, performs other functions as required and as assigned.</li> </ul>
Academic Requirements:	<ul style="list-style-type: none"> <li>✓ Graduate of Customs Administration or any 4 year business course</li> </ul>
Special Skills and Personality Traits:	<ul style="list-style-type: none"> <li>✓ Must have good English communication skills;</li> <li>✓ Computer literate;</li> <li>✓ Aggressive;</li> <li>✓ Pro-active;</li> <li>✓ Resourceful;</li> <li>✓ Excellent attention to details;</li> <li>✓ Team worker</li> </ul>

**Note:**

*Interested applicants may call PHILEXPORT @ 833-2531 to 34 local 129 or 112 for inquiries and processing of your application.. Look for Ms. Frechie of HRD.*