We are seeking for highly adaptive, dynamic and result-oriented individuals with excellent organizational, analytical, and interpersonal skills for the following positions:

|  |  |  |  |  |  | *(As of June 2018)* |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Designation** |  | **Department** |  | **Qualifications** | **Responsibilities** |  |
|  | **Vessel Operations Manager** |  | IRIS Logistics, Inc. |  | * Bachelor’s Degree in Engineering, Business, Shipping, Maritime Studies, Logistics or equivalent * 3-5 years vessel operations experience in a management role * Cost analysis skills * Demonstrates organizational agility * Excellent communication skills * Proficient in the use of MS Office Applications | * Over-all supervision of vessel operations section * Coordination with the port authorities regarding berthing assignment and other port requirements * Coordination with vendors with regards to the requirements of the vessel such as ship’s chandler, tug boats, pilot, launch service, etc. * Coordination with port operator on discharging and loading plan of the vessel * Establish good relationship with government authorities such as Bureau of Customs, Philippine Coast Guard and Philippine Ports Authority * Coordination with Vessel Master or Chief Officer regarding stowage plan and other vessel requirements * Preparation of reports as required by the management in relation to vessel operations |  |
|  | **Vessel Operations Assistant** |  | IRIS Logistics, Inc. |  | * Bachelor’s Degree in Engineering, Business, Shipping, Maritime Studies, Logistics or equivalent * 2 years’ experience preferably in shipping and logistics * Excellent communication and interpersonal skills * Have high drive for results and possesses a positive attitude * Excellent communication skills * Proficient in the use of MS Office Applications * Must be willing to do field work | * Preparation of vessel stowage plan and coordination with the Chief Officer of the vessel * Entrance and clearance formalities * Application for stevedorage gang for the vessel with terminal operator * Attend to discharging and loading of the vessel * Attend to requirements of the vessel and report immediately to Vessel Operations Manager * Preparation of vessel arrival report and departure report * Provide port authorities copy of cargo manifest and also RCLI at the ports of destination |  |
|  | **Equipment Control Assistant 1** |  | IRIS Logistics, Inc. |  | * Bachelor’s Degree in Engineering, Business, Shipping, Maritime Studies, Logistics or equivalent * 2 years’ experience in similar capacity * Strong analytical and interpersonal skills * Excellent communication skills * Excellent customer service skills | * Daily inputting of container movement into system * Preparation of daily equipment report per status and per location * Follow up delivery of laden container from the shipper and return of empty container from the consignee when it overstayed in their custody * Identify responsible party in case of damage to the container by gathering all EIR’s pertaining to that container * Prepare weekly report on damaged container to be submitted to Equipment Control Manager |  |
|  | **Equipment Control and Maintenance & Repair Assistant 2** |  | IRIS Logistics, Inc. |  | * Bachelor’s Degree in Engineering, Business, Shipping, Maritime Studies, Logistics or equivalent * 2 years’ experience in similar capacity * Strong analytical and interpersonal skills * Excellent communication skills * Excellent customer service skills | * Inspection of the container and preparation of EIR or gathering EIR’s issued by the terminals and empty depots on a daily basis * Maintain a file of EIR’s by date and by location * Provide the claim processor the needed EIR’s in case of claim on damage to the containers * Handle and coordinate with repair contractors on container repair |  |
|  | **Equipment Control Assistant 3** |  | IRIS Logistics, Inc. |  | * Bachelor’s Degree in Engineering, Business, Shipping, Maritime Studies, Logistics or equivalent * 2 years’ experience in similar capacity * Strong analytical and interpersonal skills * Excellent communication skills * Excellent customer service skills | * Receiving of laden containers from the shippers and preparation of necessary documents * Releasing of laden containers to the consignees with proper documentation |  |
|  | **Branch Vessel Operations Manager (Davao)** |  | IRIS Logistics, Inc. |  | * Preferably residents of Davao or nearby areas * Bachelor’s Degree in Engineering, Business, Shipping, Maritime Studies, Logistics or equivalent * 3-5 years vessel operations experience in a management role * Cost analysis skills * Demonstrates organizational agility * Excellent communication skills * Proficient in the use of MS Office Applications | * Over-all supervision of vessel operations section * Coordination with the port authorities regarding berthing assignment and other port requirements * Coordination with vendors with regards to the requirements of the vessel such as ship’s chandler, tug boats, pilot, launch service, etc. * Coordination with port operator on discharging and loading plan of the vessel * Establish good relationship with government authorities such as Bureau of Customs, Philippine Coast Guard and Philippine Ports Authority * Coordination with Vessel Master or Chief Officer regarding stowage plan and other vessel requirements * Preparation of reports as required by the management in relation to vessel operations |  |
|  | **Branch Vessel Operations Manager (Zamboanga)** |  | IRIS Logistics, Inc. |  | * Preferably residents of Zamboanga or nearby areas * Bachelor’s Degree in Engineering, Business, Shipping, Maritime Studies, Logistics or equivalent * 3-5 years vessel operations experience in a management role * Cost analysis skills * Demonstrates organizational agility * Excellent communication skills * Proficient in the use of MS Office Applications | * Over-all supervision of vessel operations section * Coordination with the port authorities regarding berthing assignment and other port requirements * Coordination with vendors with regards to the requirements of the vessel such as ship’s chandler, tug boats, pilot, launch service, etc. * Coordination with port operator on discharging and loading plan of the vessel * Establish good relationship with government authorities such as Bureau of Customs, Philippine Coast Guard and Philippine Ports Authority * Coordination with Vessel Master or Chief Officer regarding stowage plan and other vessel requirements * Preparation of reports as required by the management in relation to vessel operations |  |
|  | **Billing Assistant** |  | IRIS Logistics, Inc. |  | * Preferably graduate of Computer related courses or Accounting or Finance * Knowledgeable in MS Office Applications especially MS Excel * Strong analytical skills, can work with minimal supervision,  and organized * Honest and willing to work on extended hours | * Reviews purchase orders, sales tickets, and charge slips to calculate the total amount due from a customer. Must take into account any applicable discounts, special rates, or credit terms. |  |
|  | **Application Solutions Specialist – Business Intelligence** |  | BPM |  | * A Bachelor’s degree with in Computer Science or Information Technology, Business related degrees are also acceptable if paired with relevant IT experience. Post graduate degree preferred but not required * Experience in the development and administration of Qlik Reports * Any combination of education and experience that would likely provide the required knowledge and abilities necessary for satisfactory job performance * Minimum of 3 years work experience in IT related functions or network administration | * Administers, supports and configures all Business Intelligence (BI) applications available to the Royal Cargo Group. * Analyses intelligence requirements, identifies solutions and provides user training. |  |
|  | Application Support Specialist – Microsoft |  | BPM |  | * A Bachelor’s degree with in Computer Science or Information Technology, Business related degrees are also acceptable if paired with relevant IT experience. Post graduate degree preferred but not required * Experience in the administration and configuration of MS Office 365 and MS SharePoint * Any combination of education and experience that would likely provide the required knowledge and abilities necessary for satisfactory job performance * Minimum of 3 years work experience in IT related functions or network administration | * Supports and administers all Microsoft applications available to the Royal Cargo Group * Analyses business process requirements and identifies as well as configures suitable Microsoft applications where applicable and provides training. |  |
|  | Application Support Specialist |  | BPM |  | * A Bachelor’s degree with in Computer Science or Information Technology, Business related degrees are also acceptable if paired with relevant IT experience. Post graduate degree preferred but not required * Experience in the administration and configuration of enterprise applications * Any combination of education and experience that provide the required knowledge and abilities for satisfactory job performance * Minimum of 3 years work experience in IT related functions or network administration | * Supports and administers all applications available to the Royal Cargo Group * Analyses business process requirements and identifies as well as configures suitable applications where applicable and provides training |  |
|  | **First Class Drivers** |  | Car Fleet |  | * Candidate must be at least College Level * Must know how to drive manual and automatic vehicles and with professional driver’s license * With at least a year of driving experience for expatriates * Can fluently speak Filipino and English languages * With pleasing personality * Willing to accept contractual employment status | * Plans route requirements by studying schedule or ad-hoc requests by the office * Transports expatriates and guests safely from origin to destination |  |
|  | **CSM Business Development Manager** |  | CL |  | * Graduate of any business related course * With at least 3 years’ experience in field sales and account management; professional experience in operations * Proficient in the use of computer applications * Has good command of English both oral and written; with pleasing personality * Highly self-motivated * Preferably with owned car and valid driver’s license | * Will manage all operational and process aspects of the account * Responsible for the development and achievement of sales through the direct sales channel * Focusing on growing and developing existing clients, together with generating new business * Write business plans for all current and opportunity tender business |  |
|  | **Cost Solution Officer** |  | CL DMC |  | * Bachelor’s Degree in Engineering (Industrial) or Finance related course * At least 3 Year(s) of working experience in 3PL or equivalent * Required Skill(s): WMS, interpersonal skills, good planning and organizational skill, MS Office applications, good negotiating and conflict resolution skills * Ability to handle financial and quantitative information with accuracy * With good professional skills; team player * Knowledgeable in report generation & preparation * Ability and willingness to travel * Experience in using technology and research skills to problem solve * Project, planning and time management skills * Strong oral communications and ability to make a presentation * Ability to multitask with ease, adapting to frequently changing priorities | * To provide support in the preparation of cost solution for prospective clients through hands-on development/creation of cost solution models and documentation for proposal opportunities of various sizes and complexities. S/he shall continue to develop cost solution strategies by performing constant cost analysis and review. * To prepare a response to ‘Request for Tenders’ or ‘ Request for Proposals’ issued by prospective clients and ensure that the solution proposed is complete and the best proposal possible. * Conduct process walk-through on Clients’ operating procedures * Collaborate with different departments to ensure that budgets provide a high quality pricing proposal and also properly interface with our internal financial and accounting systems * Perform P&L review of the cost proposals * Gather and analyze project historical data and information on price competitiveness for use in the development of competitive cost estimates and proposals. * Performs other duties as assigned |  |
|  | **QA Staff** |  | CL  -Laguna  -Merville, Parañaque |  | * Preferably residents of either Laguna, Mervile, Parañaque  or nearby areas * Graduate of any 4-year course (preferably BS Food Technology, BS Chemistry, BS Biology/ Microbiology, or any related course) * Open to fresh graduates or with clerical work experience in similar industry * Computer literate with proficiency in*MS Office applications (Word, Excel, PowerPoint)* * With good written and oral English communication skill * *Results-oriented, possess good analytical skills* * Has good interpersonal skills, self-motivated, strong-willed, and proactive | * Ensure compliance to the documented OPRP’s, HACCP, SSOP and documented procedures to meet client requirements * Assist the QA Supervisor/Safety Officer in the implementation of the established GMP and Occupational Safety for the Cold and Dry Storage by securing records |  |
|  | **Dispatch Coordinator** |  | CL – DDH |  | * College graduate of any course * With 3 years experience in dispatching * Knowledge in clerical functions, recording and monitoring shift schedule | * Assign loads to drivers based on designated routes and driver location * Prepare, update and dispense the daily route schedule |  |
|  | **Inventory Analyst** |  | CL NH |  | * Preferably residents of Bulacan or nearby areas * College graduate preferably Accounting or Management * At least 2 years experience in inventory system, Variance Reconciliation, and FEFO (First Expiry, First Out) * With analytical skills * Proficient in MS Office Applications, especially in the use of MS Excel knowing advance knowledge on VLOOKUP, PIVOTING, DATA FUNCTIONS, VARIOUS FORMULAS and FORMATTING, CONCACENATION, etc * Willing to accept Project based employment | * To encode accurate data and maintain the integrity of information at all times * To physically recheck, and validate the accuracy of stock locations and its inventory count vs. encoded data * To prepare and submit accurate and timely reports required by Operations Manager * To immediately reconcile any occurrence of variances/discrepancies on any stored items * To check daily transactions of inventory and report discrepancy in conformance with company policies * To timely and accurately record, process documents, and update all warehouse movements (i.e. deliveries, issuances, returns, etc.) in the warehouse management system (CargoWise1) * To properly file, update and safekeep/maintain all warehouse transaction records/documents and reports, such as delivery receipts, invoices, waybill, packing slip; as well as the required daily, weekly, monthly and year-end transaction reports * To prepare KPI of inventory accuracy and pallet utilization * To lead warehouse staffs on weekly, monthly and yearly inventory count * To perform other duties as required or directed |  |
|  | **Account Coordinator** |  | CL Dry – Dasma |  | * Preferably residents of Dasma Cavite or nearby areas * College graduate of any course * At least a year of’ experience as customer service staff, warehouse operations staff, logistics and inventory field * Proficient in MS Office Applications * With Analytical skills * With good analytical, critical-thinking, and problem-solving skills * Knowledgeable in report preparation | * Properly manage compliance to documentation, inventory updating and attendant reconciliation * Provide accurate and timely billing, and basic customer service function * Monitor the day to day documented transactions such as incoming, outgoing, and material relocations for system updating * Completion and closure of physical count inventory reconciliation * Regularly coordinate with client forecast deliveries so storage availability and allocation can be planned ahead |  |
|  | **Warehouse Picker** |  | CL Dry – Rosario |  | * Preferably residents or Rosario Cavite or nearby areas * At least 1 year experience in warehousing and distribution or related activities * At least 1 year relevant experience in handling inventory and documentation * Knowledge in MHE & warehouse operations * Knowledgeable in Machine (Pumps), Inventory system * FIFO & FEFO, 5S, Inventory stock take count, Stock location * Proficient in using Computer and/or MS excel | * Will monitor warehouse and store transfers for accuracy and cost effectiveness * Maintain logs and reports * May conduct physical inventory count * May check incoming items before storing |  |
|  | **Sales and Operations Supervisor** |  | EXO |  | * College graduate of any course * At least 4 to 5 years’ experience in Logistics or Shipping * Proficient in MS Office Applications * With Analytical skills * With people-oriented and customer-oriented skills * With leadership skills | * Ship Agency Focusing and collecting market dynamics, approaching potential customers, maintaining customer relationship, promote business growth. * Keeping good communication with existing customers, maintaining customer relationship * Coordinating and monitoring operation, ensuring all operation going safely/smoothly/economically * Keeping good communication with management, solving problems properly and in time * Keeping good relationship and communication with related parties, such as bureau of customs/terminal operators/port authorities etc; * Minimize costs, protecting the benefits of principal and our company always * Finalizing the bill of each voyage on time and accurately * Supporting inquiries and quotation for related business * Supporting to extend freight forwarding business for potential clients * Assisting colleagues whenever necessary * Doing the other work assigned by the company * Work with high efficiency and high sense of responsibility |  |
|  | **Operations Assistant** |  | EXO |  | * Bachelor’s Degree in any field * 2 years’ experience preferably in shipping and logistics * Excellent communication and interpersonal skills * Have high drive for results and possesses a positive attitude * Proficient in the use of MS Office Applications | * Supporting the operation supervisor for the operation work, keep good communication with related parties, ensuring all the operations are handled in time and properly * Keeping close communication with related parties, ensuring accurate and timely delivery of information and operation status * Following all the operations closely, ensuring all the operations are handled in time and properly * Support inquiries and quotation when it’s necessary * Supporting the operation supervisor, keeping increasing our operation quality * Making operation statistics timely * Supporting to finalize bill of operations; Supporting for sales * Assisting colleagues whenever neccessary * Doing the other work assigned by the company * Work with high efficiency and high sense of responsibility |  |
|  | Sales and Customer Service Staff |  | EXO |  | * Bachelor’s Degree in any field * At least 2 years experience in Customer Service, and Sales * With analytical skills * Proficient in MS Office Applications * Good communication skills | * Supporting the sales supervisor for the sales and customer service work, collecting potential customer information, supporting the presentation work. Keeping good communicating with clients, increasing customer satisfaction * Collecting market information, approaching potential customers * Keeping good communication with existing customers, maintaining customer relationship * Supporting inquiries and quotation for related business * Giving feedback to clients in time * Supporting operation work * Assisting colleagues whenever necessary * Doing the other work assigned by the company * Work with high efficiency and high sense of responsibility |  |
|  | **Office Administrator** |  | EXO |  | * Bachelor’s Degree in any field * At least 3 years of working experience * Good communication skills and computer literate | * Supports the Deputy GM in undertaking administrative tasks, ensuring the rest of the staff has adequate support to work efficiently. And ensures smooth running of our company’s office and contributes in driving sustainable growth * Coordinate office activities and operations to secure efficiency and compliance to company policies * Supervise staff on the administrative level making sure everyone follows the company’s policies * Manage travel arrangements for the upper management * Manage phone calls and correspondence (e-mail, letters, packages etc.) * Supports budgeting and bookkeeping procedures * Create and update records and databases with personnel, financial and other data * Track stocks of office supplies and place orders when necessary * Submit timely reports as assigned * Assist colleagues whenever necessary |  |
|  | Building Maintenance Assistant |  | FUNS-Admin |  | * Graduate of Electromechanical course or any technical course * Should be able to perform troubleshooting on plumbing, electrical, mechanical, civil and other related works * Can operate basic maintenance equipment * Computer literate * Willing to accept reliever status | * Responsible in building and maintenance administration, carry out corrective and preventive repair works. |  |
|  | HR Generalist |  | FUNS-HR |  | * Bachelor’s/College degree in Human Resource Management, Psychology, Behavioral Science or equivalent discipline * 5+ years’ of HR generalist experience, including employee relations, employment law, performance management and recruitment * Knowledge, skills and abilities in employee relations, psychology, and conflict management are very important in this role. * Knowledgeable in Philippine Labor Code and able to draft policies and  legal administration * Excellent oral and written communication abilities including strong presentation/facilitation and training delivery skills; * With excellent interpersonal skills and communication skills * Demonstrating an ability to work with confidential information * Proficient in Microsoft Office Applications * Preferably with own car | * In-charge of HR site visits. * Manages daily flow of inquiries from employees, delegating issues as needed and ensuring the delivery of accurate and timely feedback * Develops human resources solutions by collecting and analyzing information; recommending courses of action. * Handles employee conflicts and grievances * Conducts exit interviews and submits report to the HR Manager and the Operations Manager for necessary action * Implement and administer employee policies. * In-charge of Issuance of Disciplinary Notices and Attend administrative hearings if necessary * Assist in the improvement and updating of the Code of Conduct and other company memorandum * Involved in performance management working closely with senior management within the organization * Recommends new approaches, policies and procedures to continually improve efficiency of the department and services performed. * Conducts investigations of employees for disciplinary matters, write reports regarding the investigations and make discipline recommendations * Ensure that the company complies with DOLE requirements. |  |
|  | Training Officer |  | FUNS-HR |  | * Bachelor’s/College degree in Human Resource Management, Psychology, Behavioral Science or equivalent discipline * 5+ years’ of experience in similar capacity * With interpersonal skills; Excellent written and spoken communication skills * With problem-solving and negotiation skills, initiative and the ability to offer new ideas * Organisational and planning skills to manage time and to meet deadlines and objectives * Good time-keeping skills to effectively manage training schedules | * Responsible for identify training and developmental needs and drive suitable training initiatives that build loyalty to the firm; devise organizational training strategy, oversee its implementation and assess its outcomes * Help line managers and trainers solve specific training problems, either on a one-to-one basis or in groups * Maintain a keen understanding of training trends, developments and best practices * Ensure that statutory training requirements are met * Monitor and review the progress of trainees through questionnaires and discussions with managers * Manage the delivery of training and development programmes and, in a more senior role, devise a training strategy for the organisation * Produce training materials for in-house courses * Devise individual learning plans * Develop effective induction programmes * Consider the costs of planned programmes and keep within budgets as assessing the return on investment of any training or development programme is becoming increasingly important * Work in a team to produce programmes that are satisfactory to all relevant parties in an organisation, such as line managers, accountants and senior managers at board level * Design and expand training and development programmes based on the needs of the organisation and the individual * Identify training and development needs within an organisation through job analysis, appraisal schemes and regular consultation with business managers and human resources departments * Resolve any specific problems and tailor training programs as necessary * Provide opportunities for ongoing development * Manage training budget * Monitor and evaluate training program’s effectiveness, success and ROI periodically and report on them * Conduct trainings, skills enhancement seminars effective induction and orientation sessions * Deploy a wide variety of training methods * Draw an overall or individualized training and development plan that addresses needs and expectations |  |
|  | Associate Legal Counsel |  | Legal |  | * Lawyer in good standing with the IBP * Preferably with 2 years work experience in a reputable law office or corporation * Disciplined in handling assigned tasks * Good research skills | * Provide legal advice to executives department heads and officers of the company * Draft and review legal documents, contracts, pleadings and correspondences * Handle special projects such as mergers and acquisitions, registrations * Litigation |  |
|  | **Jr. Internal Auditor** |  | Internal Audit |  | * Bachelor’s degree in Internal Auditing, Accountancy or other similar field of study is required * Two or more years of internal audit, accounting or related business experience, with lead auditor experience preferred. * Must possess highly developed analytical skills and the ability to think creatively about ways to improve operations * Ability to respond to common inquiries or complaints from auditees and employees. Ability to communicate one-on-one and to groups to explain policies and procedures, and to persuade others to accept or adopt a specific opinion or action. Ability to effectively present information and/or a convincing argument to Management. * Knowledgeable in accounting and auditing principles/standards | * Assist in or contribute to the preparation of work plans (including risk assessment) and audit work programs; * Conducts financial, operational and compliance audits in accordance with International Standards for the Professional Practice in Internal Auditing; * Identify and document business processes and controls in order to evaluate risks and compensating controls; * Perform audit procedures to gather required information directly or indirectly through examination of records and interviews with staff; * Draft segments of the reports and communications on the results of work performed including potential recommendations for improvements, for review by Senior Internal Auditor |  |
|  | **Head of Tank Agency** |  | KAM |  | * At least 5 years relevant experience in handling special cargoes especially ISO tanks and Flexi bags * Excellent knowledge about the industry to manage, operate and sell ISO tank services• * Has thorough knowledge of the container/ISO tank business (transportation, storage and handling) * Excellent sales and operational skills | * To manage, the overall performance and long-term growth of the tank agency business of the Company activities in accordance with the company’s business strategy and local business environment so as to meet the set revenue and profitability target. |  |
|  | **Heavy Equipment Mechanic** |  | MEMD |  | * Candidate must be a Graduate of Automotive Course * With at least 2 years of working experience in the same capacity * Work range from European Prime Movers, Crane, Forklifts; Knowledgeable in diagnosing & repairing/overhauling engine (Gas & Diesel, under chassis, hydraulic system, controls and pumps; With background on electrical works * Knows how to drive and with driver’s license | * Responsible for electrical repairs of all company vehicles * Conducts preventive maintenance and ensures the safety electrical repairs of all vehicles and equipment * Monitors all equipment battery |  |
|  | **Trailer Drivers** |  | Own Fleet |  | * At least college level or vocational graduate * With at least 2-5 years of experience driving trailer truck * With driver’s license restriction code up to 8 * Has knowledge in health and safety | * Delivers / picks-up cargoes efficiently and safely from to/from origin/ destination * Responsible for the proper maintenance and upkeep of the vehicle assigned to him. |  |
|  | **Closed Van Drivers** |  | Own Fleet |  | * At least college level or vocational graduate * With at least 2-5 years of experience driving  4 wheels – 6 wheels van * With driver’s license restriction code 3 to 8 * Has knowledge in health and safety | * Delivers / picks-up cargoes efficiently and safely from to/from origin/ destination * Responsible for the proper maintenance and upkeep of the vehicle assigned to him. |  |
|  | **Aircon Technician** |  | Own Fleet |  | * At least Vocational Diploma / Short Course Certificate in Airconditioning Mechanic * At least 2 Year(s) of working experience in the related field is required for this position * Knowledgeable in airconditioning operation and maintenance in automotives or trucks | * Responsible for installing, maintaining and repairing heating, ventilation, and **air-conditioning** systems |  |
|  | **Quality Assurance Manager** |  | Premium Courier |  | * At least Bachelor’s Degree in Pharmacy / Pharmacology or, with Professional License (Passed Board/Bar/Professional License Exam) is an advantage * At least 6 Year(s) of working experience in the related field is required for this position; 3 years experience in distribution or logistics operations and 3 years experience handling in Quality Management System * Required Skill(s): quality management system, ISO 9001:2015, GDP, GWP, GMP and proper handling of Pharmaceutical products * Knowledgeable in Supply Chain Management | * To ensure the department’s compliance based on the requirement of established Quality Management System * To ensure documented quality standards, documented procedures, and quality standards required by all major accounts (such as but not limited to QMS, GDP, GCP and GWP) are managed, reviewed, and met. * To handle all internal and external quality audits and to provide CAPA as necessary for the improvement of the department’s operations * Acts as the QMS document controller/custodian and 5S coordinator; Administers and controls the day-to-day running and maintenance of the documentation of Quality Management System * Coordinates with government bodies on statutory and regulatory requirements * Validates incoming (receiving) and outgoing shipments (dispatch) inspections * Validates the daily monitoring of temperature in the warehouse * Validates the measuring devices in the warehouse and all activities done in the warehouse that may have an impact in handling all temperature controlled products * Formulates continual improvement activities and programs related to quality standards * Validates the quality control performed by the Pharmacist and Assistant Pharmacist in all activities related to handling temperature controlled products * Conduct SOP/Guidelines/Policies, GxP Trainings and Client Specific Procedures and assures that Training Plan for the department are being implemented and accomplished within the required schedules * Responsible in implementing the Change Control Management & Quality Risk Management * Manages and documents validation of inventory system, temperature mapping, validation of temperature controlled packaging materials and performance qualification protocol for warehouse * Verifies the Warehouse Daily Quality Checklist submitted by the Pharmacist/QC and the Warehouse Daily Routine Checklist submitted * Validates the preventive maintenance procedure/program for the temperature controlled warehouse * Coordinates with third party provider for any reverse logistics as required by client in compliance with quality and pharmaceutical standards |  |
|  | **Sales Manager** |  | SNM |  | * Bachelor’s degree major in Management, Marketing, or any related discipline * Experience in logistics, operations, freight forwarding is a must; Minimum of 8 years including at least 3 years in a management position * Good communication skills * Good presentation skills * Preferably with own car | * Target, develop and win new customers requiring complex logistics requirements * Lead in the preparation, and negotiation of RFQs, together with Tender and Pricing; Tradelane; and Product BU * Lead in SOP and Contract discussion with customer and internal stakeholders * Participate in Performance Review with customers * Help plan, set, and manage department goals based on agreed strategy |  |
|  | **Cost Solutions Manager** |  | SNM |  | * Minimum of 5 years work experience in project management (a logistics business background is preferable) * Knowledgeable  for all levels of contract administration * Knowledgeable of international business and commercial terms * Proven skills in negotiating contract variations and meeting contract deadlines * Able to meet cost and quality targets * Handling client relationships and contract administration * Pleasant and strong personality to get result, establish working relationship with HODs * Preferably with own car | * Handles the preparation of cost solution for prospective clients through hands-on development/creation of cost solution models and documentation for proposal opportunities of various sizes and complexities; Shall continue to develop cost solution strategies by performing constant cost analysis and review * To prepare a response to ‘Request for Tenders’ (RFT) or ‘Request for Proposals’ (RFP) issued by prospective clients and ensure that the solution proposed is complete and the best proposal possible * Leading and controlling overall project aspects in accordance with timelines * Ensuring effective and efficient project implementation * Liaising with internal stakeholders for development and providing customer support * Ensuring that all working procedures are continually adhered to * Reviewing, analyzing and recommending resource requirements required to meet customers expectations |  |
|  | **Implementation Officer** |  | SNM |  | * Bachelor’s degree with major course in Management, Marketing or related discipline * Minimum of 3 years’ experience in freight forwarding and courier, logistics a must * Computer literate * Good Communication Skills (written and spoken) * Good Presentation Skills | * Prepare Standard Operating Procedures (SOP) for new customers as well as existing customers with additional requirements * Ensure that tasks, issues, and risks are presented to customers, Operations and other departments involved in the implementation projects before Go Live to eliminate or minimize any disputes * Prepare walk-through process flow orientation to customers, SNM, Operations and other departments involved in the implementation of SOP to eliminate or minimize any disputes after Go Live * Implement SOP and ensure usage of the Implementation Methodology System for project management and implementation * Proactively participate in sales meetings and joint sales calls to ensure that SOPs are followed and within the commitments made to customers * Conduct Performance Review with customers after 3 months to get feedback |  |
|  | **Technical Manager** |  | Tank Agency |  | * Bachelor’s degree in any course * Experience in domestic freight forwarding, logistics a must. Minimum of 8 years including at least 3 years in a management position. Related experience in shipping line sales, operations will also be considered * Computer literate * Good Communication Skills (written and spoken) * With firm leadership, strong character and personality, very good people skills, goal oriented and high degree of initiative | * Evaluates and reviews operational processes and SOP of the operations work on a regular basis * Executes all technical procedures necessary to ensure  safety  handling of the equipment and protect the cargo from any contamination * Train new staffs in handling isotanks and flexibag . Ensures that all staffs are knowledgeable on the basic requirements in handling the same * Conducts training and audit to all branches /staffs in handling the isotanks and flexibag to ensure that all is following the set rules and standard of our principal atleast once every quarter * Responsible in reporting all deviation and any incidents to our principal * Responsible in handling claims brought by any incidents concerning the ITA operations * Lead the investigation process for any incident concerning the tank agency * Ensures that PA/CA are in place should there be incidents reported * Conducts quality control and on site  unscheduled inspections  during fitting / loading of iso tank and flexi bag to ensure that all procedures are being followed strictly * Enforces Company policies (Code of Discipline, HSSE, ISO, 5S, etc.), rules and regulations |  |
|  | **Student Trainees** |  | All departments |  | * Preferably with a Bachelors Degree in any Business related course. * Resume with 2×2 ID picture * Letter endorsement from the school * NBI Clearance * Sketch to/from residence/Royal Cargo * Proficient in the use of MS Office Applications | * Provide basic documentation & clerical assistance |  |
| *Interested candidates are invited to email to*[**recruitment@royalcargo.com**](mailto:recruitment@royalcargo.com) *detailed resume with recent photograph or mail to:* | | | | | | | |
| **HUMAN RESOURCE DEPARTMENT**  Royal Cargo Building Sta. Agueda Avenue, Pascor Drive, Parañaque City  Tel No: +63 (2) 333-3000 | Fax: +63 (2) 851-7454   Email: [**recruitment@royalcargo.com**](mailto:recruitment@royalcargo.com) | | | | | | | |