

JOB DESCRIPTION

Technical Officer

Requirements:

- 3-5 years experience, responsible for Salesforce.Com, RightNow, five9, forum, systems integrations etc.
- J2EE, JSP, Javascript, Services, HTML, Stylesheets, Web Development
- Oracle, SQL, Stored Procedures, Triggers, Database Design
- SDLC cycle, Code Release and Build
- Experience in CRM systems

Sales Operations Manager / Operations Officer

Requirements:

- 3-5 years experience
- Sales Business Processes (Quotas, Pipeline, CSAT, Prospect Cultivation, Buying Behaviors, Sales Metrics), policies
- Systems Requirements Documentation, Process Flows, Quality Assurance, UAT, Adhoc Reporting, Manual Reporting, offshore systems training and process adoption
- Proficient in Microsoft Excel, Dashboards, Macros etc.
- Experience in CRM systems and Business Intelligence tools

Responsibilities:

- Work with the Sales Director to create and implement overall sales strategies
- Use sales quotas and territories as key tools to maximize sales productivity.
- Establish appropriate performance measures of the sales team
- Identify best in class performance and laggards
- Identify the key levers of account and sales performance for inclusion in reports distributed to sales management and senior management
- Manage the Development of sales compensation plans and policies to insure that incentives are aligned with company goals
- Lead projects and initiatives focused on improving productivity throughout the sales organization
- Collaborate/lead Special projects such as the implementation of CRM, etc
- Sales Forecasting and Analysis
- Lead distribution policy refinement and implementation.

Web Developer

Requirements:

- Candidate must possess a Bachelor's Degree, Post Graduate Diploma or Professional Degree in Computing/Engineering (Computer/Telecommunication), Computer Science/Information Technology or equivalent.

- Minimum 2 years of working experience with Microsoft .NET, Web Services, Windows Services & Visual Basic.
- Minimum 3 years of working experience in client-server/3-tiers application development and implementation and MS SQL database design & programming.
- Able to approach issues and projects with a sense of ownership, enthusiasm, innovation and quality with minimum supervision.
- Excellent workpaper organization and work program preparation/reportorial skills.
- Knowledge of software process methodology.
- Administration experienced in LAN/WAN technologies.
- Good troubleshooting skills with Linux/Unix applications.
- Good working knowledge of Windows environments.
- Knowledge in security solution like Firewall, IPS/IDS and Anti-virus.
- Knowledge in Voice system (VoIP, PABX).
- Excellent interpersonal and communication skills.
- Sound analytical and problem solving skills.
- Applicants should be Filipino citizens or hold relevant residence status.

Quality Analyst

Responsibilities:

- Analyze financial & market research data.
- Assist in handling team performance on productivity and accuracy.
- Generates reports weekly, monthly and yearly productivity.
- Conduct quality assurance & quality control on Junior Analyst output.
- Distinguish relevancy and understand trends and patterns from various sources such as online news, blogs and government sources.
- Analyze data to discover inconsistencies and other discrepancies.
- Perform data cleansing activities to improve the data quality.
- Develop expertise on data analysis to assist IT Development and Research teams.
- Carry out additional data operations tasks as instructed by Research Manager and Senior Data Operations Analyst.

Requirements:

- Graduate of Marketing or any business related courses from any reputable school.
- 3-4 years experience in field of Market Research.
- Internet savvy and a passion for surfing blogs and websites.
- Excellent English, written and verbal communication, skills.
- Ability to read, understand and analyze market information.
- Highly familiar with social media (blogs, twitter, message boards) and traditional media.
- Can work independently and level output does not need approval/QA

Email Marketing Manager

Responsibilities:

- Plan, implement, review, test and troubleshoot existing and new programs and campaigns
- Coordinate cross functionally to identify challenges, recommend and implement solutions
- Stay abreast of new technologies and changes in the marketing environment to best serve the objectives of the organization Develop, code, setup, test and debug Maintain and improve our current running programs and reporting tools and create new campaigns and reports as needed using the marketing automation tool
- Work closely with MIS and understand the updates and changes made to our CRM architectures in order to deliver programs and functionality needed for marketing campaigns
- Implement graphic design-related initiatives including, but not limited to online channels and email
- Work independently and under limited supervision
- Email setup and configuration using content, authoring tools and HTML
- Monitor email delivery
- Review analytic data and customer profile information being utilized to drive marketing messages via email

Requirements:

- 3 years work experience in email marketing
- Monitoring - Strong ability to analyze and interpret data and campaign results
- Reporting - Using Word, Excel, and Outlook to prepare and present reports
- Best Practices - Reading industry publications, and attending industry specific functions to understand the Deliverability world, and apply that to Premiere specific business.
- Communication - Ability to communicate clearly and professionally with clients and team members
- Environment - Ability to work on a team, as well as independently, in fast-paced environment
- Must understand how email servers speak to each other.
- In depth knowledge of CAN-SPAM and other email related guidelines and industry regulations.
- Results-oriented, customer driven, organized and proactive with attention to detail.
- Proactive, energetic, self-starter
- Capable of successfully managing multiple projects, shifting deadlines, and large workloads
- Ability to anticipate problems and develop resolutions as necessary.
- Successful track record of meeting/exceeding goals
- Experience with MarketBright and Salesforce.com a plus

Creative Project Manager

Responsibilities:

- Day-to-day management of a team of 4 UI designers and 2 writers
- Closely directs the work of the creative team and ensures high quality through strong detail orientation
- Creates and manages site enhancement, online project and merchandise launch schedules
- Works closely with Development Manager and Director of Web Marketing
- Ensures adherence to brand guidelines, style guide and visual standards and updates them accordingly
- Leads and directs the Manila creative team by coordinating their efforts to meet deadlines
- Interacts with development team as necessary
- Captures conversations and interactions through strong oral and/or written follow-up and weekly reporting

Requirements:

- At least 5 years of successful e-commerce experience
- Proven ability to make ideas better
- Detail orientation a must
- Familiar with a variety of the field's concepts, practices, and procedures: Search, Checkout, Content, Information Architecture, Navigation, Analytics and Social Networking, User Generated content
- Deep understanding of Information Architecture, Navigation and functionality required to supervise front-end production
- Extensive experience and proven track record of accomplishing goals
- Understanding of SEO and SEM a plus
- Strong Ability to set and manage priorities based on objectives and initiatives
- A wide degree of creativity is expected
- Must work from 12pm to 9am in correspondence w/US work hours
- Outstanding interpersonal, written and oral skills
- Familiarity with Flash, Photoshop, Illustrator, Dreamweaver desired
- BA required

Marketing Analyst

Responsibilities:

- Drive analytical decision-making within the marketing department. Identify the data and structure analyses required to answer marketing questions and evaluate the performance of marketing programs.

- Work closely with product and marketing managers to improve the caliber of our analytics.
- Track effectiveness of marketing programs and produce volume forecasts.
- Develop and mine customer database.
- Perform customer segmentation analysis
- Develop an understanding of customer needs through research and analysis.
- Conduct online guerilla research. Monitor competitors' activity.

Requirements:

- Candidate must possess at least a Bachelor's/College Degree in Computer Science/Information Technology, Business Studies/Administration/Management, Marketing, Advertising/Media or equivalent
- Preferably (but not required) with work experience in a related field
- Experience analyzing ROI performance of marketing programs
- Personally developed and fielded customer research
- Demonstrated analytical excellence
- Skilled at using statistical techniques and data analysis software
- Experienced at using Excel to manipulate extensive worksheets
- eCommerce exposure is a plus
- Applicants should be Filipino citizens or hold relevant residence status.

Web Content Writer

Requirements:

- Write marketing/web content following the guidelines set by the company
- Write, proof and submit press releases
- Write copy for newsletter and internal communications
- Proof existing sites/articles
- Keep abreast of advertising trends applicable to the promo product industry
- Assist with other marketing projects as needed
- Candidate must possess at least a Bachelor's/College Degree in Marketing, Journalism, Mass Communications, Advertising/Media or equivalent.
- Fresh graduates/Entry level applicants are encouraged to apply.
- At least 2-3 years of web writing experience.
- Expert knowledge of web writing techniques.
- Knowledge of Content Management Systems in a plus.
- SEO knowledge is a plus.