

PRE SALES AND POST SALES TECHNICAL ENGINEER

Job Description:

1. Constantly talks with the sales for the network of the customer being handled and explore what other solutions can be proposed;
2. Has deep understanding of the technology of the products being assigned;
3. Ensures compliance of specs sought by the customers and find a work around solutions in case of non-compliance;
4. Prepares cost effective Bill of Materials / Configuration;
5. Oversees product development;
6. Works with the Account Manager in providing customer use-case examples/site references to engineering and to act as the primary bridge between customer feedback / requirements of the customer;
7. In case of technology problems, conducts troubleshooting with the vendor/supplier and document the problem(s), get screenshots, conducts remedial and permanent solutions on products being assigned;
8. Performs preventive maintenance (if required by customer), including checking and cleaning of equipment and other materials.

Job Qualification:

1. Candidate must possess at least a Bachelor's / College Degree in Electronics and Communications Engineering or Electrical Engineering;
2. Fresh graduates are welcome to apply;
3. Preferably a licensed engineer;
4. Good communication skills;
5. Knowledgeable in different technology products;
6. Can start ASAP.

ADMIN ASSISTANT

Job Description:

1. Assists in preparation of bid documents for bid submissions;
2. Assists in preparation of letters, communications and others that maybe needed;
3. Assists in preparation of Job Order, Request for Cash Advance, Liquidation and etc.;
4. Set-up/ follow up meetings with the customers and internal proponents and prepare the agenda;
5. Monitors weekly sales plan of each sales executive;
6. Monitors and consolidates the reports and documents of each sales executive;
7. Performs other tasks assigned from time to time.

Job Qualification:

1. Graduate of a Bachelor's / College Degree in Business Management, or any related course;
2. Excellent listening and communication skill;
3. Interpersonal relationship skill;
4. With passion, integrity, positive attitude;
5. Attention to detail;
6. Smart/ Strong personality

COST ANALYST**Job Description:**

1. Coordinates with departments and engineers of the documentations necessary for collection;
2. Prepares NTC Application for registration certificate;
3. Prepares NTC Application for Type Acceptance Certificate;
4. Prepares the Permit to Purchase/ Permit to Possess / Permit to Construct-NTC Application for Radio Station License;
5. Prepares database of summary of NTC Applications and its status;
6. Prepares Quality Gates (Payment/Shipment/NTP); and
7. Performs other functions that may be assigned from time to time.

Job Qualification:

1. Candidate must possess at least Bachelor's/College Degree in Engineering (Electrical/Electronic), Finance/Accountancy/Banking or equivalent;
2. At least 2 year(s) of working experience in the related field is required for this position;
3. Preferably 1-4 years experienced employee specialized in Finance- General/Cost Accounting or equivalent;
4. Must be able to work with cost data and analysis software;
5. Advanced skills in financial data analysis;
6. Advanced Excel skills;
7. Excellent written and verbal communication skills;
8. Able to work with minimal supervision.