	<h1 style="text-align: center;">Area Manager</h1> <h2 style="text-align: center;">Job Description</h2>		Document Number: JD-OCOO-18.01
	Department: Office of the Chief Operating Officer – Global	Effective Date: July 21, 2022	Revision No 0

I. Reason for Existence

Responsible for the development of strategies and achievement of goals and objectives of F2 Global Logistics, Inc.


II. Duties and Responsibilities

1. Provide the EVP/COO with regular status updates and detailed sales reports as well as other relevant information on F2 Global.
2. Recommend yearly budget for the EVP/COO approval and prudently manages organization's resources within those budget guidelines according to current laws and regulations.
3. Design and oversee operations capacity and capability strategy development and execution to achieve and surpass sales, profitability, cash flow, together with business goals and objectives of the company.
4. Effectively manages the human resources of the company according to authorized human resources policies and procedures that fully conform to current laws and regulations.
5. Assure the organization and its missions, programs, products and services are consistently presented in strong, positive image to relevant stakeholders.
6. Report the performance of the Quality Management System and Opportunities for Improvement to Top Management.
7. Other functions as may be required.

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III. Minimum Qualifications

1. Minimum of 5 years experience in a management role.
2. Excellent analytical and communication skills.
3. Extremely organized and skilled at managing large-scale projects.
4. Experience with customer care tools, processes, and metrics.
5. Competent in leadership and management skills.
6. Excellent in verbal and written communication skills.
7. Proficient in sales & negotiation skills.
8. Fluency in English & Filipino languages.

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