



# Assistant Vice President- Visayas

## Job Description

Document  
Number:

JD-OP-14.01

Department:

Office of the President

Effective Date:

February 01, 2016

Revision No

0

### I Reason for Existence

Assistant Vice President contributes to the growth and profitability of the Company by maximizing the generation of the branch and area revenue in providing an efficient services in the assigned branch and/or area.

### II Duties and Responsibilities

1. Establish and maintains a system that identifies market needs and customer requirements.
2. Recommends steps needed to increase and protect the market base of the company.
3. Responsible for the improvement of revenue through the promotion of company's image and effective media communications/public relations of the branch in coordination with Sales and Marketing departments.
4. Responsible in the attainment of branch revenue and collection targets through the development of an effective action plan and execution of efficient revenue collection in the branch and/or area.
5. Ensures that systems and procedures are effectively monitored and deviations are corrected and continuously improved to meet customer's changing needs and expectations.

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6. Establish good relationship with the suppliers, service contractors and government agencies in meeting customer's changing needs.
7. Develop business plans and sales strategies by preparing actions plans on how to achieve company's vision and goals to attain maximum profitability.
8. Ensure compliance and strict adherence to company's standards, policies and procedures as well as agreed work performance.
9. Mentor, motivate and coach team member in order to achieve operational efficiency and sustain sales performance and provide growth opportunities within the team.
10. Perform any other function as assigned by his/her immediate leader

### III Minimum Qualifications

1. Minimum five years' experience in a Senior Management Role
2. Competent in Leadership and Management Skills
3. Excellent in verbal and written communication skills
4. Proficient in Sales & Negotiation Skills
5. Fluency in English & Filipino languages
6. Be able to operate under pressure and meet deadlines

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