	<h1>Management Trainee</h1> <h2>Job Description</h2>		<b>Document Number:</b>  JD-OP-14.11
	<b>Department:</b> Office of the President	<b>Effective Date:</b> February 15, 2017	<b>Revision No</b> 0

### I Reason for Existence

The Management Trainee is responsible for working with and through management to develop and implement policies and procedures that will protect the company's assets and profitability.


### II Duties and Responsibilities

1. Work with other managers to plan and direct the work of the organization by exposing themselves to actual company operations.
2. Assist the manager in the planning and implementation of policies and procedures by recommending improvements to achieve operational efficiency.
3. Participate in the process alignment and/or improvement with the customer through site operations observation and discussion of their requirements to come up with agreements for the execution of service commitment.
4. Prepare management reports by summarizing daily, weekly and monthly activities with corresponding action plans to help management in decision making.
5. Come up with a viable training program by gathering information in several key areas to help employees improve their performance and create a better working environment.
6. Recommend process improvements and develop policy statements to be used as guide to assigned department in order to strengthen business controls, improve operations and reduce costs.

**DDC: This Document is already Approved and Posted on Intranet.**

*Please refer to printed files for signatures of approvers.*

**Any printed and saved copy of this document is considered uncontrolled**

	<h1>Management Trainee</h1> <h2>Job Description</h2>		<b>Document Number:</b>  JD-OP-14.11
	<b>Department:</b> Office of the President	<b>Effective Date:</b> February 15, 2017	<b>Revision No</b> 0

- Any other responsibility that is deemed required by the management.

### III Minimum Qualifications

- Candidates must possess at least a Bachelor's/College Degree in Engineering and Business Administration, or equivalent.
- Required skill(s): Interpersonal Communication, Analytical Analysis, Leadership Abilities.
- Excellent command of written and spoken English; ability to speak some local dialects will be an advantage.
- Strong enthusiasm and commitment toward establishing a long-term career in logistics industry.
- Passionate, positive attitude and self-motivated.
- Good team spirit.

**DDC: This Document is already Approved and Posted on Intranet.**

*Please refer to printed files for signatures of approvers.*

**Any printed and saved copy of this document is considered uncontrolled**