	Programmer	Document Number:
	Job Description	JD-SS-07.04

Department: Information Technology	Effective Date: June 14, 2016	Revision No 0

I Reason for Existence

Programmer is responsible in creating and modifying F2 in-house applications by converting project requirements into code. He/ She maximizes computer system capabilities by studying business requirements; making recommendations.

II Immediate Leader

Reports to the Information Technology Manager.

III Duties and Responsibilities

1. Confirm project requirements by reviewing program objective, input data, and output requirements with analyst, supervisor, and client.

2. Arrange project requirements in programming sequence by analyzing requirements; preparing a work flow chart and diagram using knowledge of computer capabilities, subject matter, programming language, and logic.

3. Encode project requirements by converting work flow information into computer language.

4. Confirm program operation by conducting tests; modifying program sequence and/or codes.

5. Maintain historical records by documenting program development and revisions.

6. Provide day-to-day support on applications.

7. Liaise with internal IT teams to resolve IT issues.

8. Perform other functions as assigned by his/her immediate superior.

IV Minimum Qualifications

1. University degree holder in Computer Science, Information Technology, Engineering (Computer/Telecommunication) and other related courses.

2. Required skill(s): PHP, JavaScript, HTML, CSS, MySQL, MSSQL, Microsoft/Linux/Unix OS.

3. Required language(s): English, Filipino.

4. At least 1 year of working experiences specializing in IT/Computer software and/or hardware; with working experiences in logistics, supply chain and merchandizing field is a plus.

5. Strong multitasking skills, team player, proactive in dynamic environment.

6. Fast learner, responsible and able to work independently & under pressure.

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

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