

## **ATLANTICA REALTY DEVELOPMENT CORPORATION**

### **JOB OPENINGS**

#### **WAREHOUSEMAN**

- Candidate must possess at least a Vocational Diploma / Short Course Certificate, Bachelor's/College Degree, Business Studies/Administration/Management or equivalent.
- Computer literate. Honest and Trustworthy. With Good Moral character.
- At least (1) year of working experience in warehouse management and/or materials inventory control is required
- Preferably 1-4 yrs experience in property/real estate industry or equivalent
- ensures availability of stocks of all construction materials at the construction site through on-time requisition and monitoring of par stocks and validation of status reports of units' prior to issuance of materials.

#### **PROJECT ENGINEER**

- Candidate must possess at least a Bachelor's/College Degree, Professional License (passed Board/Bar/Professional License Exam), Engineering (Civil) or equivalent.
- 52 years old and below
- with minimum 1 year experience in Construction industry
- Fresh Graduates are welcome
- must be hardworking, honest, and responsible
- can work with minimum supervision
- Auto Cad literate is an advantage

#### **SENIOR FINANCE MANAGER/CHIEF ACCOUNTANT**

- Candidate must possess at least a Bachelor's Degree in Accountancy, Certified Public Accountant with at least 10 years of general management
- Understands and applies expert knowledge of finance programs, policies, and practices.
- Experience in budget and cash management.
- Must have in-depth and thorough knowledge and exposure in financial and cost accounting, management accounting, asset accounting, investment and funds management, internal audit, and taxation.
- Has good leadership and excellent communication skills.
- Has high sense of urgency.
- Has excellent analytical and interpersonal skills.
- Ability to read, comprehend and interpret associated legal documents.
- Proficient in Microsoft Office.
- Experience in real estate industry is a plus.

#### **DUTIES AND RESPONSIBILITIES**

- Responsible for financial accounting, reporting, analysis and interpretation of company's financial operations
- Supervises Finance and Accounting processes, billings, balance sheets, account receivables and payables, payroll, preparation of financial forecast and budget, periodic tax returns, purchase requisitions.
- Responsible for driving, monitoring and analyzing revenue performance and margin for each business unit that rolls up to Asphera Land Corporation with and advise all BU Leads on gaps, areas of opportunities, metrics and analysis for their respective P&Ls, etc.

- Oversight financial operations of real estate and hospitality businesses.
- Formulates and implements accounting policies and procedures. Develop and maintain systems of internal controls to safeguard financial assets of the organization.
- Monitors compliance with generally accepted accounting principles (GAAP).
- Responsible for Financial Statements and Financial ratios for management use.
- Ownership of and responsible for the preparation, management, consolidation and delivery of the annual plan and quarterly reforecast.
- Analyze Financial discrepancies and recommend effective resolutions.
- Assists and supports the external,internal and BIR audit activities and preparations.
- Ensures that sufficient funds are available to meet ongoing operational and capital investment requirements.
- Controls income, cash flow and expenditure.
- Oversees all reports and returns to government agencies (BIR,SEC, local governments)
  - Annual Income Tax
  - Quarterly Income Tax
  - Monthly VAT Reporting
  - Quarterly VAT Reporting
  - Annual/Monthly Withholding Tax
  - Municipal Taxes/Licenses and Permits
- Review,understand and ensure compliance and proper accounting for transaction deals.

## **PROJECT MANAGER**

### Qualifications:

- Candidate must possess at least a Bachelor's/College Degree, Professional License (passed Board/Bar/Professional License Exam),Engineering (Civil) or equivalent.
- 52 years old and below
- At least 10 years of working experience in Construction
- With good command of oral and written English
- Above average proficiency in Ms Office (Word, Excel and Powerpoint).
- Willing to work 24/7 and/or on-call basis.
- Willing to be assigned in Bulacan and other project sites.
- Highly dependable and trustworthy.

## **Job Description**

- Provides general supervision of different Projects of Atlantica Realty Development Corporation's Site Group.
- Strict monitoring of project budgets, schedules and documentations and make necessary adjustments for the successful completion of the project.
- Forecasting of manpower and/or additional budget that is needed for the construction
- Review, plan and monitor progress of different work groups.
- Ensures project quality standards are met.
- Secure project issues are resolved and prioritizes client's objectives and expectations.
- Discuss with the President and/or CEO the overall project progress.
- Formulate presentations and reports needed by respective departments.
- Ensures safety and security of the team members.
- Strict compliance and implementation of Safety Standards in and off site.
- Manage staff according to the company policies and code of conduct.
- Evaluate performance of team members and impart continuous coaching, appraising, counseling, training and disciplining employees for competencies.
- Develop and/or suggest contingency plans to mitigate risks that will affect the daily operations in construction sites.
- Monitoring of sub-contractors (if any) to guarantee guidelines and requirements are maintained.
- Assess project costing, scope of works and/or estimates for potential projects.
- Maintains harmonious relationship between team members.
- Continuously improve project management toolkits and methodologies and cascade to respective team heads and initiate corrective actions.
- Achieves operational objectives by contributing information and recommendations to strategic plans.