



PROCESSOR I

A. Job Summary

Primarily responsible for the sourcing of medicines and items for sale to various clients.

B. Duties and Responsibilities

- Responsible for the proper receiving and handling of sales orders.
- Maintains database/records of all processed sales order
- In charge of the rigorous processing of orders according to the Company's policies and procedures
- Monitor/prepare monthly schedule of undelivered sales orders and reconcile with the records of Distribution Department
- Conducts careful and meticulous credit checking of customers.
- Prepare monthly collectible schedule and collectible accounts
- Updates and organizes records of client's order history and other pertinent information.
- Ensures that correct and complete purchase orders are generated from Account Officers and that proper documentation are being followed.
- Assists Sales Department in following up orders.
- Performs other related tasks that may be assigned from time to time.

Qualifications

- Must be graduate of any Bachelor's Degree
- With at least one year related work experience
- Knowledge on Inventory Management and Procurement Training
- Communication skills, Computer literate, Writing Skills, Interpersonal Skills, Negotiation Skills
- Knowledge of government regulations is an advantage

Applicants may send or personally submit their comprehensive resume and Transcript to:

Ms. Melanie M. Aguelo

Human Resources/ Administration

Philippine Pharma Procurement, Inc.

2nd Flr. NDC Bldg., 116 Tordesillas St., Salcedo Village, Makati City

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