

Location	Intramuros, Manila
Position	CMU ASSISTANT
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Coordinates with bank representatives on maturity and terms of payment for loan availment. 2. Prepare the Daily Fund Operation Report to determine available funds for Copra Purchases. 3. Prepare Cash Position Report for allocation of Copra Funding of Plants and Copra Buying Stations. 4. Validates outstanding Contract of Copra Dealers versus price record from the Sales and Marketing Division. 5. Prepares the Bank documents for dollar trading once a week 6. Prepares the Bank documents for dollar trading once a week. 7. Prepares the bank documents for Money Market placements when necessary. 8. Process daily check vouchers and ready checks for the signature of authorized signatories. 9. Prepares necessary documents needed for loan availment, when necessary. 10. Submit a monthly interest accrual of all loans availed.
Education	Graduate of 4 year business course.
Skills Required	Computer literate. Good communication in verbal & written. Excellent mathematical and analytical skills
Others	Can work with minimum supervision, with 6-1 year job related experience
Job Type	Permanent, Regular
Job Level	Non-Officer
Rate	Php 21,129