



SALES SUPPORT ANALYST (Project Based)

Who are we?

We are Pacific Market International (PMI) – recognized as one of the *Best Places To Work* in Seattle by Seattle Met Magazine and as a *Great Place to Work* by Outdoor Magazine! We are the proud owner of the Stanley, Aladdin and Migo Brands. Thanks for checking out our full-time SALES SUPPORT ANALYST position based in our new office in Robinsons Cyberscape Alpha (Ortigas).

Position Overview

We are looking for highly organized, analytical and collaborative individual to work with Sales Support Team in ensuring critical data are gathered, analyzed and presented with the team consistently. The right candidate will help articulate all relevant KPIs and metrics, establish control points to drive performance standards, and optimize process as to how reports are established. The Sales Support Analyst will also be responsible in conducting audits and quality check to help ensure SLAs and SOPs are observed accordingly. We maintain a flexible schedule policy, but this position will mostly work night (graveyard) shift.

Essential Job Functions

- Extract and gather relevant data from various systems and sources
- Digest and analyze data, present in a format to support decision making process
- Conduct both random and scheduled quality checks to ensure team observe SLAs/SOP
- Establish and maintain metrics, KPIs and performance dashboard
- Identify performance gaps and improvement areas – conduct RCA
- Collaborate with team members and managers to validate data and gather feedback
- Maintain records and files
- Willing and able to travel internationally
- Perform special tasks and assignments as needed

Education and Experience

- 3-5 years of experience in similar position
- Fresh graduates with VBA programming background can be considered
- 4-year college degree

Proficiencies Required

- Expert user of Microsoft Office especially EXCEL and POWERPOINT
- Knowledge in Java and Visual Basic programming
- Excellent written and spoken English communication skills
- Ability to complete tasks accurately and on-time
- Work independently and within a team environment
- Can proactively study and apply new information without constant direction given
- Demonstrate ongoing flexibility and commitment to meeting goals
- Takes initiative and prioritizes tasks

aladdin STANLEY miGo SLANT



- Demonstrate a strong work ethic that includes neatness and punctuality
- Willing and able to travel internationally
- Integrity in keeping business information intact

Company Background

PMI is a fast-paced environment that works creatively and collaboratively. Not only are we privately owned and high energy, but we operate internationally and are growing fast. We strongly encourage you to read more about the company – it is an amazing place to work! (<http://www.pmi-worldwide.com>).

What do we do? We are committed to providing consumers with simple, stylish portable food and beverage containers that are built with a focus on community and sustainability. Our brands include Stanley, Aladdin and Migo.

We care about our people and recognize their efforts through monthly, quarterly and annual rewards and bonuses. Other benefits include HMO, life insurance, free meals, rice subsidy, night shift differential, education and training sponsorship and scholarships, and international travel.

We also care about our local and global community and show it in the following ways:

- All employees are given one paid day per year to volunteer at an organization nominated and selected by employees.
- PMI annually gives 1% of net profits to nonprofit organizations that align with our philanthropic pillars: children, education and the environment.
- Quarterly Grassroots Philanthropy Award where we donate to a nonprofit organization nominated and selected by employees.

Where are we? Our global headquarters is located in Seattle, Washington and we have other offices in Bentonville, Amsterdam, Shanghai, Rio de Janeiro, Manaus, and Manila. This position is based in our Manila, Philippines location.

Help us build our success story today.

If you have the qualifications and skills for this position please submit your resume to: anne.guardaquiver@pmi-worldwide.com

aladdin STANLEY miGo SLANT