



Office Services Coordinator

Who are we?

Established in 1983, privately-held Pacific Market International (PMI) designs, manufactures and markets innovative food and beverage solutions designed for busy lifestyles. Our brands in the marketplace are Stanley, Aladdin, MiGo, and Slant Collections. PMI is headquartered in Downtown Seattle, with beautiful views of Elliott Bay from our office windows. We also have offices around the world in Shanghai and Shenzhen, China; Rio de Janeiro and Manaus, Brazil; Manila, Philippines; Amsterdam, The Netherlands; San Francisco and Bentonville, USA. More information can be found at www.pmi-worldwide.com.

Thanks for checking out our full-time Office Services Specialist position based in our new office in Robinsons Cyberscape Alpha (Ortigas).

Position Overview

We are looking for a highly driven, people oriented and proactive individual to ensure that employees and other office related needs are supported effectively. Reporting to the Global Support Center Site Director, you will be in-charge of ensuring that hiring requirements are met and the office remains vibrant at all times by coordinating recruitment activities and facilitating employee engagement efforts. This individual is also responsible for procurement of supplies, maintaining records and generating site specific reports. You will be the main point of contact to liaise with our service providers, partners and other third party entity for HR, Payroll and Facilities related concerns. We maintain a flexible schedule policy, but this position will mostly report night shift.

Essential Job Functions

- Organize company meetings and sponsored events
- Manage the internal communications for the Global Support Center office
- Coordinate with third party service provider during the process of talent acquisition
- Liaise with third party service provider when addressing employee and office related concerns
- Assist the organization by keeping employee records up to date
- Coordinate the procurement and management of office related supplies and equipment
- Prepare official company letters, presentations and reports essential to the office
- Implement and maintain procedures related to office administration
- Develop and facilitate employee engagement program
- Organizing employee new hire orientation and ensuring all materials and speakers are prepared for the event

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- Manage office budgets and handle the distribution of petty cash to the employees
- Perform other task as assigned by the Site Director

Education and Experience

- At least 2 years proven experience in an Office Administrative Support Role
- 4-year college degree

Proficiencies Required

- Good communication, negotiation and interpersonal skills
- Familiarity with office management process and basic accounting / budgeting procedures
- Strong time management, organization and budgeting skills
- Expert user of Microsoft Office especially EXCEL and POWERPOINT
- Excellent verbal and written communication skills (English)
- Upholds a high level of discipline, reliability and initiative
- Demonstrate a strong work ethic, high attention to detail, neatness and punctuality
- Works independently and within a team environment
- Can proactively study and apply new information without constant direction given
- Demonstrate ongoing flexibility and strong level of commitment to meeting goals
- Demonstrates honesty and integrity in keeping confidential business information intact
- Willing and able to travel internationally

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.

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.

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- Quarterly Grassroots Philanthropy Award where we donate to a nonprofit organization nominated and selected by employees.

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

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