CARGO REVENUE MANAGEMENT SPECIALIST
Cargo Revenue Management/Cargo Business

Job Summary:
To provide Cargo Sales Team with effective market strategy, updated product development and accurate leads and information regarding the industry and market competition that will help meet or even exceed the target budget assigned to the team

Qualifications:
EDUCATION
- Graduate of a 4-year course, preferably Business Administration

EXPERIENCE
- With basic knowledge of Cargo Sales and Operations organization and transactions, preferably with accounting background

KNOWLEDGE, SKILLS, AND ABILITIES
- Should be computer literate. Adept with various software used in report preparation and presentation
- Must have analytical skills
- Must possess effective oral and written communication skills

CARGO BUSINESS PLANNING SPECIALIST
CARGO BUSINESS PLANNING & OPERATIONS Audit/Cargo Business

Job Summary:
To develop and maintain planning and monitoring models and structures, under the general supervision of the Manager – Cargo Business Planning and in coordination with the sales and revenue management teams; with the overall objective of helping achieve the cargo revenue budget.

Assist in the preparation and recalibration of Revenue Budget, Value in Use Computation (for Asset Impairment), and Five Year Plan (Creditors) through proper development and maintenance of the budget planning workbooks.

Develop and maintain Performance Monitoring Workbooks to provide a monthly and year-to-date summary of Cargo Sales performance against approved budgets.

Analyze and summarize the financial impact of significant factors affecting revenue performance against budget, such as variances of operating plans, prevailing market conditions, seasonality, etc. for International Operations.

Qualifications:
EDUCATION
- Graduate of a 4-year course, preferably Business Management / Finance / Accountancy
CAREER OPPORTUNITIES

Financial / managerial accounting background preferred

EXPERIENCE

- Exposure to airline cargo industry (sales / operations)

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong numerical ability
- Strong analytical and critical thinking
- Skilled in Microsoft Excel, Word, PowerPoint
- Good oral and written communication skills
- Able to work with minimum supervision

OUTBOUND SPECIALIST
Cargo Sales / Cargo Business

Assist Cargo Sales in the attainment of target revenue budget of Outbound International Sales.

Job Summary:

Assist Cargo Sales International in providing all necessary reports – Agent’s Monthly Performance, Senior AE/AE Quarterly Performance.

Evaluate Market data and translate them into useful sales tools

Coordinate sales requirements to other departments ie Operations/GHA, Security/Safety, Credit & Collection.

Disseminate all information to Senior Account Executives and Account Executives necessary for their urgent communication with Cargo Agents.

Assist in Cargo Sales events/activities like Sales Blitz, Awards Night, Sales Presentation and meetings with Accredited Agents.

Handle inquiries of Walk-in shippers either thru phone, email or face-to-face visits

Draft, disseminate and file Cargo Sales Bulletins.

Qualifications:

EDUCATION

- College graduate of any four-year course

EXPERIENCE

- An advantage if has previous experience that is directly related to the duties & responsibilities specified.

KNOWLEDGE, SKILLS, ABILITIES

- Good in preparing reports in all Microsoft Office files (Word, Excel, Powerpoint)
- Able to analyze market reports and translate them to useful sales tools
- Proficient in English
- Good communication and customer service skills
- Excellent prioritization skills.
INBOUND SPECIALIST
Cargo Sales / Cargo Business

Assist Cargo Sales in the attainment of target revenue budget of Inbound Sales.

Job Summary:

Handle all reports related to Inbound Sales

Do Consignee Selling to assist in the attainment of Inbound Revenue Targets

Assist Foreign stations for any coordination and other requirements they need in Cargo Business

Dissemination of all necessary information to all District Stations – Weekly, Monthly Performance Report, product updates

Keep an updated file of all District Stations and GSA Contact Information

Qualifications:

EDUCATION

- College graduate of any four-year course

EXPERIENCE

- An advantage if has previous experience that is directly related to the duties & responsibilities specified.

KNOWLEDGE, SKILLS, ABILITIES:

- Good in preparing reports in all Microsoft Office files (Word, Excel, Powerpoint)
- Proficient in English
- Good communication and customer service skills
- Excellent prioritization skills.

QUALITY ASSURANCE AUDITOR - MAINTENANCE
Quality Assurance Maintenance Division/Quality Department

Compiles objective evidence through continuous audit and surveillance of the different facets of PAL maintenance, engineering and operations discipline to determine whether business is being conducted in accordance with established company policies, procedures, Aviation Authority requirements and best industry practices.

Job Summary:

To conduct quality audits on the maintenance provider and sub-contractor doing maintenance and inspection of PAL aircraft, engines, components and appliances. Performs audit of the tools, test equipment, facilities, aircraft manuals and qualifications of maintenance personnel to ensure adherence to quality standards established by the GMM and other applicable PAL manuals and Aviation Authority requirements. To evaluate corrective/preventive actions to the audit findings.
To perform audits on PAL offices involved in the maintenance and engineering.

To evaluate capability of foreign airlines/line station handling companies and foreign repair/overhaul entities servicing PAL aircraft, engines and components.

To perform periodic audit/inspections of PAL domestic and contracted international refueling stations and fuel supplier bulk plants and Into-Plane operators to ensure the quality of fuel conforms to the company and industry standards.

To participate in the investigation of mechanic irregularities or incidents pertaining to company aircraft and associated equipment, as required.

Qualifications:

**EDUCATION**

- College graduate of any four-year course or preferably BS Engineering Courses (Aeronautical / Mechanical/Electrical/Electronics)

**EXPERIENCE**

- Must have at least four (4) years work experience in the airline industry preferably as any of the following:
  - Senior Aircraft maintenance engineer / technician;
  - Airworthiness inspector or QA Auditor; or
  - Aviation industry instructor.
  - Experience in auditing is an advantage.

TRAININGS/ LICENSES

- Must have undergone at least ATA specification 104 level 2 or level 4 aircraft / component training
- Must possess a valid CAAP AMT or AMS license

**BILLING ASSOCIATE**

**Standards Compliance / Catering Operations**

The Billings Associate is responsible for ensuring that the correct meals, equipment and supplies standards are loaded on every flight and that PAL is being charged the correct amount based on these standards and corresponding passenger load, through reviewing invoices, delivery receipts and move orders from the caterers, whichever is applicable.

**Job Summary:**

Validates and processes bills/invoices from caterers in MNL and outstations and prepares payment orders for signature and approval of SAVP-Catering

Validation of actual meals and supplies loaded to serve as reference for billing validation

Prepares monthly reports on summary of expenses , and received and outstanding credits

Assists in validation of withdrawals for equipment and supplies

Assists and prepares retrieves requests and provides monthly report
QUALIFICATIONS:

EDUCATION

- Graduate of a four-year course, preferably with finance, accounting, business, or background, or any course related to food handling/management

EXPERIENCE

- With at least 1 year work experience, preferably with billing validation experience

KNOWLEDGE, SKILLS, ABILITIES

- General knowledge of and ability to use personal computers, especially MS Office
- Ability to do basic arithmetic and routine computer data entry
- Needs skills to make and verify computations with accuracy, to compile statistical data
- Attention to detail
- Must be able to handle sensitive and confidential matters with utmost discretion

SYSTEMS SUPPORT ASSOCIATE ISD

The Systems Support Associate (SSA I, SSA II) ensures optimal availability and accessibility of all systems and applications maintained by the Open Systems Support (OSS) division, by performing a wide range of systems administration duties to keep the servers and related computing equipment running and working properly. Generally, the duties and responsibilities include, but are not limited to, monitoring utilization of server resources, namely, CPU, memory, swap space, and disk storage; starting up jobs; checking status of all processes and taking note of their completion or exit codes; initiating and monitoring backup and recovery operations; and implementing system changes as mandated by change management policies.

The jobholder sees to it that all tasks are accomplished according to set schedules, and carried out in strict observance of approved procedures.

The SSA also provides system level support to end users for all types of operational problems as defined in service level agreements, and where applicable, helps coordinate with other support offices to resolve a problem.

The SSA assists in the installation of desired operating systems and application software in target servers, or may take lead in doing lesser complex installation activities.

The SSA participates in, or may undertake technical research and studies to enable continuing innovation within the infrastructure, to ensure that system hardware, operating systems, software systems, and related procedures adhere to organizational values and objectives.

The SSA’s enable the OSS division to deliver a 24X7X12-coverage for all supported systems and applications, by manning one shift each, in a 3-shifts-a-day workplace.
The responsibility calls for good understanding of the total open systems infrastructure, good grasp of the concepts and technology behind the systems, and their impact on clients and services related to the business.

**Qualifications:**

**EDUCATION**

- Graduate of a four-year course, preferably in Computer Science, Information Management, Information Technology, Mathematics, Engineering, Statistics or a related field

**KNOWLEDGE, SKILLS, ABILITIES**

- Basic Personal Computer Operations (Windows)
- Basic Personal Computer Troubleshooting (Windows)
- Basic Office Productivity Tools (Document, Spreadsheet, Presentation, Internet Access, Email)

**SYSTEMS ANALYST**

*Project & Application Management – Airport Operations & Cargo Information Systems Department*

**Job Summary:**

Provide project management support to Airport & Cargo Business units to ensure reliable IT solutions and services fit with user expectations and system conformance, and consistent with agreed requirements that meet business needs.

Perform enterprise analysis by collaborating with Airport & Cargo business units in defining business problems, developing business case, and defining solution scope. Responsible in requirements analysis and solution assessment and validation activities in order to determine which solution best fits the business need, identify gaps in solutions, and determine necessary workarounds or changes.

Coordinate activities for evaluation of technical, organizational, procedural effectiveness and efficiency of existing Airport & Cargo Systems through periodic reviews and recommends alternative courses of action when necessary.

**Qualifications:**

**EDUCATION**

- Must be a graduate of a Bachelor of Science degree, preferably in Engineering, Computer Science, Mathematics, or related courses

**EXPERIENCE**

- Working experience in Business Analysis and Project Management roles preferred
- Familiarity with Airport & Cargo Business/Operations

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of business analysis concepts and practices
- Familiarity with the Systems Development Life Cycle
CARER OPPORTUNITIES

SYSTEMS ANALYST
Project and Application Management - Human Capital and Corporate Services
Information Systems Department

Job Summary:

Responsible for identifying business automation needs of either the Human Capital or Payroll business units, capturing and documenting requirements and determining most appropriate solutions

Responsible for managing Oracle HRMS or Oracle Payroll applications by a) ensuring these consistently meet business needs b) related incidents are addressed/resolved c) user requests are serviced and d) business process reviews are performed in coordination with users

Qualifications:

EDUCATION

- Must be a graduate of a Bachelor of Science degree, preferably in Engineering, Computer Science or Mathematics

EXPERIENCE

- Working experience in Human Capital or Payroll functions preferred
- Familiarity with Oracle e-Business Suite required

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of business analysis concepts and practices
- Familiarity with the Systems Development Life Cycle
- Strong analytical, innovative thinking and problem solving abilities
- Adept at using the MS Office Suite, MS Project and Visio
- Possesses presentation and facilitation skills
- Excellent oral and written communications skills
- Must have good interpersonal skills

AIRCRAFT MAINTENANCE SAFETY OFFICER
Industrial & Ground Safety Division
Safety Department

Job Summary:

The Aircraft Maintenance Safety Officer (AMSO) provide technical assistance in the identification and appraisal of loss-producing conditions and practices in aircraft ground handling, maintenance and engineering in accordance with existing standards, develops specific accident prevention procedures, communicates safety and loss control standards and measures the safety performance of Company’s MRO service providers.

Qualifications:

EDUCATION
Graduate of any Engineering degree;
Completed ground engineers course and related courses;
Completed basic occupational safety and related courses in industrial and ground airline operations.

EXPERIENCE
At least five (05) years experience as licensed Aircraft Mechanic or Aircraft Technical Specialist.
Experience in any aspect of the airline flight, industrial and ground operations is preferred but not required.

KNOWLEDGE, SKILLS, AND ABILITIES
Familiar with Industrial and Ground safety rules, procedures, regulations and standards particularly in aircraft maintenance, repair, overhaul and ground handling operations;
Must be familiar and able to identify unsafe condition and practices in the operation of all the facilities in Philippine Airlines including apron/runway/taxi way of the airport.
Knowledgeable in Microsoft Word/Excel/Access and PowerPoint.
Knowledgeable in using the Aviation Quality Database.
Must have professional driver’s license

STANDARDS COMPLIANCE OFFICER

Job Summary:
Assist in the planning, designing, implementing and maintaining compliance and audit programs, policies and procedures that will ensure adequate control and compliance by in-flight catering and in-flight sales service providers and / or suppliers of service agreements, standards, applicable local and international regulations.

Audit programs include food provisioning, food safety, inventory, catering specifications and in-flight sales standards.

Implement and maintain a system of management reporting that provides timely and relevant information on all aspects of audit and standards compliance by all service providers under the responsibility of PAL Catering Operations.

Keeping abreast of current changes on in-flight service standards, etc.

Identify and assess areas of compliance risk by service providers.

Oversee and follow-up and, as applicable, implement corrective actions to investigations and other issues generated by the compliance program.

Qualifications:

EDUCATION
Graduate of any management course, preferably, four year course in hospitality service;

EXPERIENCE
At least two years experience in food theory and preparation, quality assurance, standards compliance functions, preferably with an airline
or institutional (hotel, restaurant) catering operations

KNOWLEDGE, SKILLS AND ABILITIES

- Strong communication skills (written and oral)
- Very good presentation skills
- Good business analytical ability
- Good planning and organizational skills
- Problem solving skills
- Ability to pay attention to details
- Proficiency in the use of computer programs for MS Word, Outlook, Excel, internet
- Can work under pressure and occasionally beyond working hours

FLIGHT DATA ANALYST
Safety Department

Job Summary:

The Flight Data Analyst will be responsible for all matters related to the initial interpretation, collation and report preparation of flight data readouts. He shall be assigned to handle and operate the department’s Flight Operations Quality Assurance system on a daily basis and provide related technical staff support to Manager-Flight Safety.

Initially interprets flight data readouts, collates and submits these data to superior for further analysis.

Prepares safety reports with flight safety recommendations addressed to SVP-Operations, Flight Operations and Aircraft Engineering to effect necessary programs for recurrent training or aircraft systems performance evaluation.

Monitors flight data events and prepares statistical data extracted from the FOQA and AQD system to determine emerging trends or potential hazardous flight conditions.

Qualifications:

EDUCATION

- College/University degree or a higher certificate in relevant subject preferably in Aeronautical Engineering or any Engineering course.

EXPERIENCE

- Must have a comprehensive working experience in handling graphical, statistical and systems flow processes. Particularly, he must have a comprehensive background on aeronautical information and its related field.
- A minimum of 2 year experience in a medium or large scale aviation corporation is preferred plus a comprehensive knowledge working with computers and its related configurations and peripherals.

KNOWLEDGE, SKILLS, AND ABILITIES

- Must be able to demonstrate a supervisory ability
- Good communication and interrelational skills
GALLEY PLANNING & STANDARDS SPECIALIST
Catering Operations

Job Summary:

The Galley & Planning Standards Specialist assists in the design and development of the galley loading guide patterns and standards for all PAL flights. He ensures the availability of all PAL catering equipment and supplies in MNL and all outstation caterers for maximum utilization through effective inventory control.

Assist in the design and development of system wide stowage loading patterns and supply standards for Domestic and International flights based on aircraft configuration.

Establish service policies, cabin crew schedule and work flow and catering work flow.

Ensures the availability of all PAL catering equipment and supplies in MNL and all outstation caterers for maximum utilization through effective inventory control.

Plan, prepares, and ensures all catering equipment and supplies required for the flight are complete.

Prepare variable and operating expense budget. Monitor actual performance and identify areas that can be reviewed in order to reduce cost.

Qualifications:

EDUCATION

- College/University degree or a higher certificate in relevant subject preferably in Industrial Engineering course.

KNOWLEDGE, SKILLS, AND ABILITIES

- Computer Literate
- Strong written and verbal communication, interpersonal, and customer-service skills
- Excellent analytical skills to comprehensively analyze and interpret policies, procedures and situations in a multifaceted way and possesses strong problem solving skill to develop innovative solutions to complex issues
- Ability to work independently as well as part of a team

HUMAN CAPITAL SPECIALIST
Organization & Manpower Planning

Job Summary:

The HC Specialist - Organization and Manpower Planning will be tasked to produce results in the following key areas of the Company:

- product improvement
- asset and cost efficiency
- manpower planning
- business process improvement and reengineering
- job and organizational design
- job and manpower audit

Qualifications:

- Candidate must possess at least a Bachelor's/College Degree in Industrial Engineering or equivalent.
• At least 1 year(s) of working experience in the related field is required for this position.
• Preferably 1-4 Yrs Experienced Employees specializing in Human Resources or equivalent

ORGANIZATION EFFECTIVENESS SPECIALIST

Job Summary:
Develop and implement organization development programs and initiatives aligned with the corporate strategies and priorities to promote organizational effectiveness, enhancement of the culture and capabilities of the organization and its people towards the realization of business goals and objectives.

Qualifications:
• Graduate of a four-year course preferably Psychology or other related fields.
• Demonstrated experience in the development and delivery of Organization Development programs
• Demonstrated change management and project management skills
• HR practitioner
• Excellent communication skills both written and oral
• Self-confident and excellent platform/presentation skills
• Strong project management competencies, flexible
• Ability to diagnose organizational problems based upon effective relationships with Management and other internal clients

HUMAN CAPITAL BUSINESS PARTNER

Job Summary:
The job seeks to build a strategic partnership and create valuable relationship with designated internal clients by aligning business objectives with both employees and management of client units, and sharing the responsibility for goals and target delivery. As organizations become more people focused, the position is critical in aligning departmental/business agenda into a common goal to support the corporate objectives through relevant and effective partnership.
Provides first line professional HC advice/service to align and support organizational priorities and operational requirements; provides support to line managers in the consistent application of HC policies and HC practices. Obtain buy in to support implementation of organizational development and programs of the HC Department that will improve people processes, structures, measures and accountabilities

Qualifications:
• Graduate of a four-year course preferably Psychology, Behavioral Science, Human Resources Management or other related field.
• With at least 3-5 years of work-related experience in general HR
• Working knowledge of human resource disciplines
• Experience in supervising people, or at least experience in leading projects and people
• Demonstrated experience in business process reviews, project management, people engagement,
CAREER OPPORTUNITIES

AIRCRAFT ASSET OFFICER
Corporate Finance & Aircraft Asset Management Department

Job Summary:

To support in proactively managing PAL’s aircraft portfolio (starting from the aircraft’s delivery up to its exit) in order to:

- minimize the cost and turn-around-time during leased aircraft redeliveries and aircraft sales
- ensure that the PAL owned aircraft’s maximum value is retained (as practicable and cost-effective as possible) until its disposal

Qualifications:

EDUCATION

- A graduate of an engineering course or
- A graduate of a 2-year aviation related course

EXPERIENCE

Fresh graduates are acceptable, but experience in aircraft maintenance is an advantage

KNOWLEDGE, SKILLS, AND ABILITIES

- Should be computer literate. Adept with various software used in report preparation and presentation
- Must have analytical skills
- Must possess effective oral and written communication skills
- Should have project management skills
- Should have problem solving and decision-making skills
- Good People Skills
- Ability to work as part of a team but also the ability to work by themselves where necessary
- Be prepared to travel often at short notice and for extended periods of time.

CORPORATE AUDIT ASSOCIATE
Corporate Audit Department

Job Summary:

Provides an independent, objective assurance and consulting services designed to add value and improve Philippine Airlines’ operations; Helps PAL in accomplishing its business objectives by evaluating and improving the adequacy and effectiveness of internal control processes, risk management processes, and governance processes.

Qualifications:

- Must have an above average academic records
- A holder of a degree in Accountancy, Business Management, Mechanical Engineering,
- Computer Science or Information Technology
- Proficient in written and oral communicationWilling and able to travel both locally and internationally
- Knowledge of Chinese language – an advantage
CAREER OPPORTUNITIES

- Experience in internal/external auditing – an advantage
- Post-graduate studies in related fields or licensed/professional certifications such as CPA, CIA, CISA, CFE – an advantage

SALES INFORMATION MANAGEMENT & SERVICES SPECIALIST
Sales Department

Job Summary:
Primarily responsible for providing analysis and delivery of sales business intelligence solutions and monitoring of sales performance with the objective of providing accurate and relevant sales reports to enable the Sales teams to plan for strategies suitable to the needs of both Domestic and International Sales

Qualifications:
- Must be a degree holder of Business/IT/Marketing/Finance/Statistics or any related field
- years of experience in Sales or Marketing analytics/research an advantage
- Experience and knowledge in airline reservations/ticketing is an advantage
- Strong statistical/data analysis skills
- Above average negotiation skills
- Good oral and written communication skills
- Must have attention to details
- Strong computer skills (MS Excel, Word, Outlook, internet research, etc.)

ACCOUNTING CLERK
Financial Services Department

Job Summary:
Support accounting operations by filing documents and reconciling statements in a timely and efficient manner; has understanding on General Accounting procedures; can prepare balance sheets

Qualifications:
- Must be a Filipino citizen
- Graduate of BS Accountancy; preferably a CPA
- With good scholastic records
- Must possess good oral and written communication skills
- Computer literate
- Must not be more than 28 years old

COMPANY ENGINEER
Construction & Facilities Management
Corporate Logistics & Services Department

Job Summary:
To perform engineering design and services required in the expansion or addition and maintenance of building utilities, appurtenances and other related equipment

Qualifications:
- Must be a Filipino citizen
- Graduate of BS Civil Engineering with good scholastic records
PHILIPPINE AIRLINES

CAREER OPPORTUNITIES

- Must not be more than 28 years old
- Must possess good oral and written communication skills
- Proficient in Computer Architectural design for construction purposes
- Familiar in software programs for: Procurement, Budget Estimates, Materials breakdown, Move order process, Inventory, Personnel Records, Construction Updates, Completed and On-going projects monitoring
- Have working knowledge of engineering standards in Civil, Electrical, Mechanical, Sanitary and Construction management

CASHIER (GENERAL SANTOS & DAVAO STATION)
Cash Operations – Southern Philippines Treasury Department

Qualifications:
- Must be a Filipino citizen
- Bachelor’s degree holder, preferably Business-related with good scholastic records
- Must possess good oral and written communication skills
- Computer literate
- Must not be more than 28 years old

CABIN CREW
Cabin Services Sub Department

Qualifications:
- Filipino citizen
- Not more than 27 years old
- Completed at least 2 years in College
- Can speak English and Filipino
- Female applicants must be single, at least 5'2"
- Male applicants are preferably single, at least 5'6"
- Weight must be proportionate to height
- With good visual impact and pleasing personality
- With clear complexion and a good set of teeth

INFLIGHT CHINESE INTERPRETER
Cabin Services Sub Department

Qualifications:
- Fluent in Mandarin and Fukien
- Filipino citizen
- Not more than 27 years old
- Completed at least 2 years in College
- Can speak English and Filipino
- Female applicants must be single, at least 5'2"
- Male applicants are preferably single, at least 5'6"
- Weight must be proportionate to height
- With good visual impact and pleasing personality
- With clear complexion and a good set of teeth

STAFF SERVICES ASSISTANT
Cabin Services Sub Department

Job Summary:
The Staff Services Assistant analyzes, encodes and publishes cabin crew performance updates and reports across both operational and administrative purposes.
The SSA, with summary oversight of cabin crew performance database, may recommend additional reviews of administrative handling by the line unit in coordination with Manager-ASSD, Prior to actual encode in the cabin crew performance data base, SSA evaluates forwarded case handling byproducts to ensure consistency and accuracy in applicable Company policies.

SSA maintains the employee information in the cabin crews’ Oracle HRMS and CSSD employee 202 files. SSA also assists cabin crews with general administrative requirement and documentation relative company fringe and employee benefits.

**Qualifications:**

**EDUCATION**
- College education

**EXPERIENCE**
- Knowledge in Oracle HRMS system preferred
- Experience in administrative and quality audit

**MAIN SPECIFICATIONS**
- High level of integrity and professionalism
- Result driven, goal and deadline oriented
- Workload management
- Computer literate
- Energetic and optimistic
- Service oriented

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**MANUALS ANALYST**
Flight Technical Division – FOD

**Job Summary:**
Ensures all flight operations manuals and documents required onboard the aircraft by aviation regulatory offices are complete and updated to the latest revision (per aircraft type and registry) prior to each departure from Manila station.

**Qualifications:**
- Four (4) years college education
- Must be computer literate
- Must be proficient in written and oral English language
- At least (1) year experience of work related in the company
- Must be proficient in English language and in computers

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**CREW SCHEDULER**
Crew Scheduling Division – FOD

**Job Summary:**
Conduct daily clearing, tracking and monitoring of published schedules of Flight Deck and Cabin Crew Personnel, in accordance with existing policies and procedures, CAAP regulations, marketing requirements and PAL-FASAP CBA provisions to provide optimal staffing levels to cater to the needs of operations.

**Qualifications:**

**EDUCATION**
CAREER OPPORTUNITIES

- Bachelor’s degree preferably but not limited to majoring Industrial Engineering.

EXPERIENCE

- At least 1-year work experience in a corporate environment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Multi-tasking – ability to perform more than one task at a time.
- Technical Orientation – can understand features and capabilities used and able to optimize results and benefits from the use of these facilities. Knowledgeable in Microsoft Office suite.
- Analytical ability

JR PLANNER AND PERFORMANCE ANALYST
Flight Operations Planning & Technical Analysis – FOD

Job Summary:

The Planner & Performance Analyst-Planning & Technical Analysis, under the direction of the Manager, processes flight documents and analyzes flight data as contained in various pilot and operational reports to establish statistical information relevant to the department.

Qualifications:

- College graduate
- Work experience in data analysis preferred

FUEL PURCHASING OFFICER
Fuel Purchasing, Control & Analysis Sub Department

Job Summary:

To procure aviation fuel and other petroleum products required in operations in the most effective manner and to provide fuel when and where required by the company.

Qualifications:

- College graduate
- At least two (2) year’s experience in supervisory position under Fuel Purchasing & Risk Management Division or three (3) year’s experience of supervisory position in other PAL Departments
- Must have good communication skills in both oral and written communication
- Strong interpersonal skills
- Must be good in planning, organizing and decision making

FUEL CONTROL ANALYST
Fuel Purchasing, Control & Analysis Sub Department

Job Summary:

- Computer literate and proficient in MS office applications such as Excel and PowerPoint
- Strong analytical skills
- Capable of handling business reports and presentations
- Able to manage time and tasks effectively with minimal supervision

FUEL CONTROL ANALYST
Fuel Purchasing, Control & Analysis Sub Department

Job Summary:
CAREER OPPORTUNITIES

Philippine Airlines

Responsible for the prompt and accurate processing of payments to suppliers of aviation fuel and related products

Qualifications:

- College graduate
- At least two (2) year’s experience in Fuel Management Department or three (3) year’s experience in other PAL departments
- Must have good communication skills in both oral and written communication.
- Strong interpersonal skills.
- Must be good in planning, organizing and decision making.

FUEL TECHNICIAN

Job Summary:

To perform a safe and on-time fueling/defueling of Company and customer’s aircraft as well as ground equipment and to efficiently conduct fuel handling, fuel quality control and maintenance of fueling equipment

Qualifications:

- Graduate of 2/4-year course
- Graduate of Technical Vocational Course from TESDA (Technical Education and Skills Development Authority) or other Technical Vocational School
- Male, not more than 28 years old
- At least 5’7” tall
- Must be a holder of Professional Driver’s License issued by LTO (RESTRICTION 1-2-3)

CHIEF FUEL TECHNICIAN

Job Summary:

Responsible for the proper receiving and storing of fuel and is tasked to refuel and defuel company aircrafts safely and efficiently.

Qualifications:

- College graduate
- At least three (3) years satisfactory experience as Fuel Technician
- Must have good communication skills in both oral and written communication
- Strong interpersonal skills
- Must be good in planning, organizing and decision-making

RESEARCH ANALYST

Job Summary:

To provide quantitative market analysis and qualitative market assessment specific to routes that the airline operates and plan to operate.

Qualifications:

- Bachelor’s degree required in any of the following disciplines: Management, Economics, Statistics, Mathematics or Operations Research
MANAGER – RESEARCH & INFORMATION

Job Summary:

To manage the division’s manpower and resources in order to provide the company with an established environmental scanning system linked to the management decision-making process.

Qualifications:

- Master’s degree required in any of the following disciplines: Management, Economics, Mathematics, Statistics
- At least 5 years in various line or functions within PAL
- At least 7 years experience in economics and statistical analysis

Knowledge & Skills

- Research design, data evaluation and database management
- Principles and techniques of research and analysis
- Strong analytical and critical thinking skills
- Ability to maintain data confidentiality
- Proficiency in Microsoft Word, Excel and Power Point

SALES ADMIN ASSISTANT
Sales Department

- Must be a Filipino citizen
- Bachelor’s degree holder with above average academic record
- Must possess good oral and written communication skills
- Computer literate
- Must not be more than 28 years old