

## 2010 BACOLOD CAREER OUTLOOK SUMMARY

	JOB TITLE	*JGT	*ASR	JOB DESCRIPTION	EDUCATION/TRAINING REQUIRED
1	Call Center Agent	G	10K-16K	<ul style="list-style-type: none"> <li>Answers inbound calls in a professional, friendly and timely manner;</li> <li>Handles calls involving inquiries of all types: technical help desk, payment authorization, ordertaking and fulfillment, complaints, customer service, disputes, transcriptions, requests, sales and billing, and marketing;</li> <li>Responsible for verifying customer information, documenting pertinent information, and expected to trouble shoot each call appropriately to satisfy customer's request</li> </ul>	<ul style="list-style-type: none"> <li>2-4 years of college education of any course;</li> <li>ICT related course for technical support staff;</li> <li>Trainings in English Proficiency/Interview Skills (100+ hours), Inbound Soft Skills (40-80 hours) which include accent neutralization or accent reduction, oral fluency and accuracy, culture training, customer service and business writing, and Outbound Skills which includes sales and marketing (product training - 2 to 6 weeks)</li> </ul>
2	CAD Operator	G	15K-20K	<ul style="list-style-type: none"> <li>Responsible for creating the working drawings or other graphical documents that result from the design process;</li> <li>Takes sketches or specifications from an architect, engineer or other designer and translates them into detailed CAD drawings that can be used as basis for a construction project or for a manufacture of a product;</li> <li>May be responsible for creating finished designs for a project, working primarily from the specifications and other inputs of lead designers</li> </ul>	<ul style="list-style-type: none"> <li>Associate degree in a related field (CAD training and design), or vocational/technical course focused on CAD training;</li> <li>Background in Architecture, Civil Engineering, Electrical Engineering, Electronics and Communications Engineering and Computer Science;</li> <li>Training on multiple CAD programs and platforms, general computing theory and a variety of productivity applications</li> </ul>
3	Accounting Clerk	G	7K-10K	<ul style="list-style-type: none"> <li>Performs any combination of following calculating, posting, and verifying duties to obtain financial data for use in maintaining accounting records;</li> <li>Compiles and sorts documents, such as invoices and checks, substantiating business transactions;</li> <li>Verifies and posts details of business transactions, such as funds received and disbursed, and totals accounts, using calculator or computer;</li> <li>Computes and records charges, refunds, cost of lost or damaged goods, freight charges, rentals, and similar items;</li> <li>May type vouchers, invoices, checks, account statements, reports, and other records, using typewriter or computer;</li> <li>May reconcile bank statements;</li> <li>May be designated according to type of accounting performed, such as Accounts-Payable Clerk (clerical), Accounts-Receiveable Clerk (clerical), Bill-Recapitulation Clerk (utilities), Rent and Miscellaneous Remittance Clerk (insurance), Tax-Record Clerk (utilities).</li> </ul>	<ul style="list-style-type: none"> <li>Bachelor's degree in Accountancy, Management Accounting, or other related courses;</li> <li>At least one or two years experience in accounting is required</li> </ul>
4	Dietitian	G	13K-15K	<ul style="list-style-type: none"> <li>Develops, administers, and supervises nutrition and food preparation and service programs in hospitals, nursing homes, schools, company cafeterias or similar settings;</li> <li>Evaluates nutritional status of individuals and provides nutrition counseling and consulting to health professionals, dietetic interns, community groups, government, media and individuals;</li> <li>Aids in the prevention and/or treatment of inadequate nutrition;</li> <li>Plans, evaluates and conducts nutrition educational programs and develops educational materials for various audiences</li> </ul>	<ul style="list-style-type: none"> <li>Bachelor's degree in Nutrition or related field such as Food and Nutritional Science or Biochemistry and 1-2 years of supervised practical training. To be a full-pledged Dietitian, one must also pass the Licensure exam given by the Professional Regulation Commission (PRC)</li> </ul>
5	Medical Technologist	G	10K-12K	<ul style="list-style-type: none"> <li>Conducts chemical analyses of blood, urine, stool, cerebro-spinal and other body fluids;</li> <li>Studies blood cells and other tissues to determine their relation to various physiological and pathological conditions;</li> <li>Prepares tissue sections for microscopic examinations using techniques to demonstrate special cellular tissue elements or other characteristics;</li> <li>Establishes procedures for the analysis of specimens for medical laboratory experiments;</li> <li>Performs blood group, type and compatibility tests for transfusion purposes;</li> <li>May supervise and train other medical laboratory technologists and other medical laboratory workers;</li> <li>May perform duties of a pathologist assistant in some hospitals</li> </ul>	<ul style="list-style-type: none"> <li>Bachelor's degree in Medical Technology;</li> <li>The practice of the profession requires a license from the Professional Regulation Commission (PRC)</li> </ul>
6	Service Crew	G	5k -7k	<ul style="list-style-type: none"> <li>Take orders, hosting/guide customers, clear tables, provide good customer service and other ad-hoc duties deem fit by superior.</li> </ul>	<ul style="list-style-type: none"> <li>High school diploma is a minimum entry requirement but preferably a college level</li> <li>Experience is required by hotels and restaurants that have rigid table service standards;</li> <li>In-house training provided by full service restaurants (theoretical and on-the-job);</li> <li>Training from vocational and other training institutes (generalized food service curriculum)</li> </ul>
7	Pharmacist	G	13K-15K	<ul style="list-style-type: none"> <li>Checks prescription for proper dosage;</li> <li>Compounds prescribed pharmaceutical products by calculating, measuring and mixing the quantities of drugs and other ingredients required and filling appropriate containers with correct quantity;</li> <li>Dispenses prescribed pharmaceuticals to customers or to other health care professionals and advises them on indications, contraindications, adverse effects, drug interaction and dosage;</li> <li>Maintains medication profiles of customers including registry of poisons and narcotic controlled drugs;</li> <li>Ensures proper preparation, packaging, distribution and storage of vaccines, serums, biologicals and other drugs and pharmaceuticals;</li> <li>Orders and maintains stock of pharmaceutical supplies;</li> <li>Advises customers on selection and use of non-prescription medication;</li> <li>May supervise and coordinate the activities of other Pharmacists, Pharmacy Assistants, Pharmacy Technicians and other staff</li> </ul>	<ul style="list-style-type: none"> <li>Bachelor of Science degree in Pharmacy;</li> <li>Practical training under the supervision of a licensed Pharmacist;</li> <li>License from the Professional Regulation Commission (PRC) for the practice of profession</li> </ul>

8	Receptionist	G	6K-8K	<ul style="list-style-type: none"> <li>•Answers telephone; •Routes calls; •Greets visitors; •Responds queries from the public;</li> <li>•Provides information about the organization; •Coordinates mail into and out of the office;</li> <li>•Helps monitors the access of visitors; •Performs variety of office duties such as transmitting and delivering facsimiles, filing of records, updating appointment calendars, opening and sorting mails, etc.</li> </ul>	<ul style="list-style-type: none"> <li>•High school graduate and/or college diploma; •Some formal office education or training; •On-the-job training on how to operate multiline telephone systems, computers and other office equipments such as fax machine and copying machines</li> </ul>
9	Bookkeeper	G	8K-13K	Keeps records of financial transactions for establishment, using calculator and computer: Verifies, allocates, and posts details of business transactions to subsidiary accounts in journals or computer files from documents, such as sales slips, invoices, receipts, check stubs, and computer printouts. Summarizes details in separate ledgers or computer files and transfers data to general ledger, using calculator or computer. Reconciles and balances accounts. May compile reports to show statistics, such as cash receipts and expenditures, accounts payable and receivable, profit and loss, and other items pertinent to operation of business. May calculate employee wages from plant records or time cards and prepare checks for payment of wages. May prepare withholding, Social Security, and other tax reports. May compute, type, and mail monthly statements to customers. May be designated according to kind of records of financial transactions kept, such as Accounts-Receivable Bookkeeper (clerical), and Accounts-Payable Bookkeeper (clerical). May complete records to or through trial balance.	<ul style="list-style-type: none"> <li>•Bachelor's degree in Accountancy, Management Accounting, or other related courses; •At least one or two years experience in accounting is required</li> </ul>
10	Executive Secretary	G	10K-20K	The Executive Secretary is responsible for providing administrative and secretarial support to senior management executives including, but not limited to greeting visitors and answering the telephone; receiving and distributing mail and correspondence; gathering data and compiling various reports for management; conducting projects and assignments; photocopying materials; maintaining files; ordering supplies; and issuing correspondence. The position of Executive Secretary requires by nature of the superiors' positions, involvement with high-level contacts and exposure to sensitive information necessitating considerable use of tact, diplomacy, discretion and judgment.	<ul style="list-style-type: none"> <li>Bachelor's degree in Communication or its equivalent * 3-5 years as Secretary to Senior/ TOP Management * Very good communication skills* work with sensitive information on a professional and confidential manner * highly organized/computer literate.</li> </ul>
11	Food Service Manager	G	10k-15k	Test cooked food by tasting and smelling it in order to ensure palatability and flavor conformity. Investigate and resolve complaints regarding food quality, service, or accommodations. Schedule and receive food and beverage deliveries, checking delivery contents in order to verify product quality and quantity. Monitor food preparation methods, portion sizes, and garnishing and presentation of food in order to ensure that food is prepared and presented in an acceptable manner. Monitor budgets and payroll records, and review financial transactions in order to ensure that expenditures are authorized and budgeted. Schedule staff hours and assign duties. Monitor compliance with health and fire regulations regarding food preparation and serving, and building maintenance in lodging and dining facilities. Coordinate assignments of cooking personnel in order to ensure economical use of food and timely preparation. Keep records required by government agencies regarding sanitation, and food subsidies when appropriate. Establish standards for personnel performance and customer service. Estimate food, liquor, wine, and other beverage consumption in order to anticipate amounts to be purchased or requisitioned. Review work procedures and operational problems in order to determine ways to improve service, performance, and/or safety. Perform some food	<ul style="list-style-type: none"> <li>*2- or 4-year degree in a related field. Although most food service managers qualify for their position based on their restaurant-related experience.</li> </ul>
12	Management Trainee	G	13K-15K	Receives training and performs duties in several departments such as Finance, Client Services, Sales, Operations, Healthcare Data Solutions and IT. Learns line and staff functions, operations, management viewpoints and company policies and practices that affect each phase of business. Sets performance goals and objectives with upper management. Monitors performance progress with management and key trainers. Observes experienced workers to acquire knowledge of methods, procedures, and standards required for performance of departmental duties. Observes experienced workers to acquire knowledge of methods, procedures, and standards required for performance of departmental	<ul style="list-style-type: none"> <li>*Bachelors or Associate degree. Some companies will hire college students into the management trainee program before graduation. Most retail operations will consider graduates from many different disciplines for entry into their management training program.</li> </ul>
13	Marketing Manager	G	15K-20K	Typically, marketing managers oversee all marketing, advertising and promotional staff and activities. They establish marketing strategies to meet organizational objectives. Evaluate customer research, market conditions, competitor data and implement marketing plan changes as needed.	<ul style="list-style-type: none"> <li>* Bachelor's degree in business or its equivalent * Preferably Asst. Manager/ Manager specially in Marketing* Excelent oral and written communication skills, with exceptional corporate presentation and negotiation skills.</li> </ul>


LEGENDS :  
**\*JGT - Job Growth Trends**  
G - Growing  
F - Flat  
D - Declining  
**\*ASR - Average Salary Range**