



Mercedes-Benz Group Services Philippines Job Vacancies

Mercedes-Benz



Senior Analyst, Concur Support

Responsibilities:

- Day-to-day supervision of (multiple) DMO overseas entities for the Concur System Admin activities
- And other task that may be given by the management
- Responsible for the delivery and execution of Concur System authorization and Masterdata Maintenance within the agreed SLA.
- Closely coordinate with requesting DMO overseas entities and ensure that access requests are granted in Concur system and control check is in place
- Monitoring and follow up of issues related to Concur system
- Responsible for reporting and documentation of all agreed processes and scope of work
- KPI reports and other standard reports
- Ensure that urgent requests submitted during month-end closing are completed and performed correctly
- Contact partner and responsible for day to day problem solving and escalation
- Identify and communicate to responsible parties the necessary process updates. Participate in process documentation and in knowledge exchange according to set standards.
- Disciplinary leadership, target setting for allocated employees, Development of allocated employees

Qualifications:

- Degree in Business Administration, Accountancy, Information Technology or related discipline
- Accounting background, Financial Accounting standards. Knowledge about the accounting process and the interdependencies with other business processes.
- English: Speaks and writes business language fluently
- Good knowledge and experience in Excel (Knowledge, experience and application)
- Good knowledge and experience in Office Tools (Knowledge, experience and application of MS Office tools, other project tools, Visio)
- A good knowledge of SAP and Concur System for the travel and expense management
- Good knowledge and experience in Communication
- Good knowledge and experience in Customer orientation (Ability to meet customer demands without bringing the company into disadvantage)
- Good knowledge and experience in Team Work (Ability for collaborative working)
- Communication skills, people skills, team work.

Specialist, Mobile Developer

Responsibilities:

- Analyzes and evaluates company application solution needs.
- Ability for independently face and solve critical incidents.
- Technical developments using Agile methodology.
- Performs testing and create technical documentation.
- Releases new versions of the application to Integration and Production environments.
- Collaborating with internal customer for requirement gathering.
- Works within defined processes and framework

Qualifications:

- Bachelor Degree in Computer Science/Information Technology or related field
- 2 to 3 years of experience in web application development (web forms) including:
 - Microsoft Visual Studio 2010 (ASP .NET C#).
 - Microsoft SQL Server 2008 (or higher).
 - Microsoft Internet Information Server (IIS).
 - Microsoft Team Foundation Server.
 - Code deployment on remote servers.
 - Web controls, user controls, Web services, AJAX, HTML and JavaScript.
 - Microsoft Project 2007 (or higher)
- English: Speaks and writes in business language fluently
- Experience with methodology for code development (for example CMMi).
- Experience in working in international teams.

Specialist, Web Developer

Responsibilities:

Application Development, Support Task and Change Management

- Part of MBGSP in-house development team that will developed all MBGSP related application and to the like.
- Analyzes and evaluates application incidents.
- Ability for independently face and solve critical incidents.
- Technical developments of service requests and change requests.
- Performs testing and create technical documentation.
- Releases new versions of the application to Integration and Production environments.
- Works within defined processes and framework

Qualifications:

- Bachelor Degree in Computer Science or related field
- 2 to 3 years of experience in web application development (web forms) including:
- Microsoft Visual Studio 2010 (ASP .NET C#), Knowledge on both Web form and MVC
- Microsoft SQL Server 2008 (or higher).
- Microsoft Internet Information Server (IIS).
- Microsoft Team Foundation Server.
- Code deployment on remote servers.
- Web controls, user controls, Web services, AJAX, HTML and JavaScript.
- Microsoft Project 2007 (or higher)
- English: Speaks and writes business language fluently
- Experience with methodology for code development (for example CMMi).
- Experience in working in international teams.

Junior Analyst, Masterdata Management

Responsibilities:

- Day-to-day supervision of (multiple) Services or Migration/Projects
- And other task that may be given by the management
- Management of the incidences originated in AP/AR and MPC (via email, telephone, e-Ticketing) in regards with Master Data
- Follow-up of the incidences received through a tool called Phone
- Responsible for the delivery and execution of MD transactions whose MPC's complexity are rated > 1 and < 5 (1-10 complexity)
- Creation and update of clients/ suppliers and Cost centers in SAP using the tool e-Ticketing in addition.
- Contact partner and responsible for day to day problem solving and escalation
- Identify and communicate to responsible parties necessary process updates. Participate in process documentation and participate in knowledge exchange according to set standards.

Qualifications:

- Degree in Business Administration, Accountancy, Information Technology or related discipline
- Accounting background, Financial Accounting standards. Knowledge about the entire accounting process and the interdependencies with other business processes.
- English: Speaks and writes business language fluently
- Good knowledge and experience in Excel (Knowledge, experience and application)
- Good knowledge and experience in Office Tools (Knowledge, experience and application of MS Office tools, other project tools, Visio)
- A good knowledge of SAP or other ERP systems
- Good knowledge and experience in Communication
- Good knowledge and experience in Customer orientation (Ability to meet customer demands without bringing the company into disadvantage)
- Good knowledge and experience in Team Work (Ability for collaborative working)
- Communication skills, people skills, team work.

Process Expert, Interface Management

Responsibilities:

- Process model design in the area of Interface processes. Responsible for optimal process design, fulfilling top efficiency and technical standards, customer needs and legislation.
- Process model maintenance in the area of Interface processes. Participation in projects, identifying the impacts in the Interface processes and leading the implementation of the process changes in the Shared Services Organization.
- Keeps and improve the Interface processes standard process model of the shared service organization.
- Defines of the reference model of the Interface processes for new customers/business units, including scoping and communication model. Participation in the definition of the business case for the new business
- Migrates projects to the Accounting Shared Service Center. Process Mapping and deviation analysis versus reference model. Implementation of the As-Is with Shared Services model, including agreement of activity split and new communication model. Knowledge transfer tracking and documentation quality checks during the time of migration. Stabilization of operations after the transfer to the Shared Service Center
- Leads standardization projects initiatives in the area of Interfaces coordinating teams in the legal entities (wholesale, Retail, Financial Services Companies), and in the Shared Service Center. Alignment with central accounting and accounting methods departments.
- Responsible for the critical knowledge in sub-process and methods: capturing, documentation, continuous improvement and application.
- Accounting support knowledge, Support in accounting based on Daimler guidelines impacting for transactional accounting processes including the Internal Control for Financial Reporting
- Ensures identification, skilling and back up of critical people. Ensures knowledge transfer to all relevant parties
- Ensures communication platform between the SSC and the Manager of Accounting of those MPC enrolled in the SSC, ensuring the issue resolution tracking and follow up for those escalations reached the Service Management Platform.
- Reports regularly and review of the KPI together with the operations responsible
- Reports regularly and review of the KPI's to FAO responsible.
- Reports regularly and review of the KPI together with the Accounting Managers of customers enrolled in the SSC to ensure the SLA service levels.

Project Manager

Responsibilities:

- Responsible for the delivery of a certain service, project or set of projects (program). Day-to-day supervision of (multiple) projects or services (incl. Adherence to methodological framework). Takes corrective actions if necessary.
- Performs assigned project tasks in quality, time and budget
- Performs analysis, concepts and solution proposals according to defined methods together with stakeholders on customer's side and other consultants. Moderate and coordinate work with customers' experts. Support design or resolution process with adequate methods.
- Identify and reports risky activities for the project development
- Ensures consistency across different projects
- Responsible for project success in time, budget and quality according to defined methods. Project set up and development of scope; Planning and tracking: resources, progress, quality and budget
- Resource allocation and task assignment, change management as well as expectation and escalation management. Risk management: identification, analysis, planning and monitoring
- Professional communication with stakeholders and information management (collection, elaboration and distribution) among stakeholders.
- Develops and maintain Project's QA Plan, as well as process and work product criteria for all standard processes
- Engage actively in the new projects and support the establishing and implementing process optimization actions for the respective area.
- Co-ordination: project leadership without disciplinary role. Gives input and makes proposals for people development

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