

Assistant Coordination Officer (ACO)

TORs& KPIs

Academic, Experience & Skill requirement

1. ACO should have Masters Degree (extra ordinary graduates will be considers) from any recognized university.
2. ACO should have good communication skills.
3. ACO should have the administrative, documentation, presentation and management skills.
4. ACO should have leadership qualities to lead a team.
5. ACO should have good marketing skills to achieve business targets.

TORs

1. ACO's job is in the head office of World Educational Services located at World Trade Centre (Giga Mall). They will lead and mobilize their team (TMOs "Team monitoring officer") from the head office via telephonic medium.
2. ACOs will be given access of the data base of all the subjects and it would be the duty of ACO to rectify and update the data of assigned book.
3. ACO will be monitored by Senior Coordination Officer (SCO).
4. ACO will be provided a list of schools. ACO will give information to school owners about company projects.
5. ACO will have access to Central reporting system (CRS) to update the data of her concerned TMOs.
6. ACO will make a comprehensive policy to mobilize her team of TMOs for a profitable business. Recommendations are always appreciated.
7. ACOs will make sure to contact their team members daily. They will assign them work along with guidance and help at all levels. ACO can contact the SCO for all sorts of assistance. Their attendance will be duly checked. They will also make sure to mark their team's attendance daily.
8. Out of Rawalpindi and Islamabad ACOs hostel facility will be available if ACO want to avail that facility then monthly 10000 will deducted in hostel charges. Pick and drop facility will be available for Rawalpindi and Islamabad ACOs if they want to avail that facility then 5000 monthly will be deducted for pick and drop.

SALARY, PROBATION PERIOD & INCENTIVES.

ACO will be given fixed basic pay Rs.30000 along with following incentives. 10 Days will be training period in which salary will not be given. 3 months will be probation period in which half salary will be given. In probation period incentives will be given 100%.

Incentives on the sale of projects by marketing team

Sr #	Projects Short Detail	Incentives
1	e Study Card (Price Rs. 2400 per Card)	Rs. 50 will be given for sale of each e Study Card in open market.
2	Online Testing & Computer Training Services (OTCTS)	2000 Per Order
3	Online Study & Testing Program (OSTP)	Rs.1000 for each order of OSTP
4	Examination Development Software (EDS) Price:12000	500 For each sale of EDS.
5	Branded Message Service(BMS) Price:12000	500 For each sale of BMS.
6	Biometric Attendance System (BAS)	500 for each order and 10 rupees for each student
7	Message Alert Service (MAS)	5 rupees per student.
8	Web Development Program (WDP)	5% for each order
9	Digital Marketing Campaign(DMC)	500 for 50000 messages campaign.
10	Home Automation System (HAS)	5% from each order.

REPORTING

ACO will report to SCO on daily basis and will update all sales in CRS regularly.

KEY PERFORMANCE INDICATORS (KPIs)

The company will issue a business sales graph showing the key performance of ACOs at the end of every month. The ACO with the highest business will qualify for an award of Rs.10000. The second highest business will be awarded Rs.5000 and Rs.3000 respectively for the third highest business of the month.

If the business exceeds from 3 lacs then the ACO will be awarded Rs.10000 as a bonus.
If the business exceeds from 5 lacs the ACO will be awarded Rs.20000 as a bonus.
Business generated by the team will be calculated after the deduction of marketing team incentives as in open market 1000 per card and in OSTP 300 per card amount will be considered as a generated business. Business will also be included which will be done by ACO directly. ACOs will daily update their business in CRS and all deposits slips will be uploaded in CRS date wise with reference of representative TMO, PMO or ASO.

