Assistant Coordination Officer (ACO)

TORs & KPIs

Academic, Experience & Skill requirement

1. ACO should be Master degree holder from the any recognized university however if any graduate have the extra ordinary skills can be considered.
2. ACO should have the good communication skills.
3. ACO should have the administrative skills.
4. ACO should have the leadership qualities to lead a team.
5. ACO should have the good business qualities to raise the business.

TORs

1. ACO job nature is in head office of World Educational Services which exists in World Trade Centre (Giga Mall) in Karachi & Lahore Offices to mobilize the company policies and instructions via telephonic conversation to a team of Team Monitoring Officers which will work under the ACO.
2. Male ACO will be sent to meet the institutions heads & in market to give the presentations about WES projects.
3. ACO will be given access of the data base of all the subjects it would be duty of ACO to rectify and update the data of assigned book.
4. ACO will be monitored by Senior Coordination Officer (SCO).
5. ACO will be given a list of schools. ACO will give information to school owners about company projects.
6. ACO will be given access to Central reporting system (CRS) to update the data of her concerned TMOs.
7. ACO will make a comprehensive policy to mobilize her team of TMOs for a profitable business. Recommendations are always appreciated.
8. 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. Duty timing are from 9am to 5pm Monday to Saturday.
9. ACO will be given pick & drop facility if ACO will avail this facility then 5000 will be deducted from salary.

SALARY, PROBATION PERIOD & INCENTIVES.

ACO will be given fixed basic pay Rs.30000 along with following incentives. 2 Months will be probation period in which 20000 salary will be given but incentives will be given 100%. 10 Days will be training period in which salary will not be given.

Incentives on the sale of projects by marketing team

1	Computerized Testing System (CTS)	Rs.1000 for each order Rs.2 for each student registered in CTS
2	e Study Card	Rs. 50 Per e Study Card
3	Examination Development Software (EDS)	Rs. 500 Per Card
4	Bio Metric Attendance System (BAS)	Rs. 2000 per order and Rs. 10 for each student registered in BAS.
5	Message Alert Service (MAS)	Rs. 50 for each Student
6	Teacher Card	Rs. 100 For each Card
7	Job Alert Card	Rs. 100 For each Card
8	Institute Management Software (IMS)	Rs. 2000 For each order
9	Branded Message Service (BMS)	Rs. 2000 For each Card
10	Digital Marketing Campaign (DMC)	Rs. 2000 For each Order
11	Software Development Program (SDP)	5% From each project
12	Home Automation System (HAS)	5% From each Project
13	Uniform Supply Program (USP)	1% From each Order
14	Bags Supply Program (BSP)	1% From each Order

REPORTING

ACO will report to DMD 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.20000. The second highest business will be awarded Rs.15000 and Rs.10000 respectively for the third highest business of the month.

If the business exceeds from 3 lacs then the ACO will be awarded Rs.5000as a bonus.

If the business exceeds from 5 lacs the ACO will be awarded Rs.10000 as a bonus.

Business volume 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. On daily basis ACOs

will update their business in CRS and all deposits slips will be uploaded in CRS date wise with reference of representative TMO, PMO or ASO.