



WES
WORLD EDUCATIONAL SERVICES

Our Vision Digital Pakistan

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) DHA 2 Islamabad.
2. ACO work is to mobilize the company projects and information via telephonic conversation to Business Development Officers and educational institutes.
3. ACO will be given access to Central reporting system (CRS) to update the data of her concerned distributors.
4. ACOs will make sure to contact their team on daily basis. 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.
5. ACO will be given pick & Drop facility however 5000 will be deducted from salary.

SALARY, PROBATION PERIOD & INCENTIVES.

ACO will be given fixed basic pay Rs.25000 along with following incentives. 2 Months will be probation period in which 15000 salary will be given but incentives will be given 100%. In probation period if incentives are less than 5000 then company will complete the 20000 in probation period. Incentives will be given on daily basis per month ACO can earn income from projects incentives above from 20000. 10 Days will be training period in which salary will not be given.

Incentives on the sale of projects by marketing team

Sr. No.	Project Name	Incentives
1	Complete Digitalization Package (CDP)	1000
2	Institute Digitalization Package (IDP)	1000
3	Online Teaching System(OTS)	1000
4	e Study Card/MCAT Card	10
5	Computer Training System (CTS)	2000
6	Examination Development Software (EDS)	500
7	Bio Metric Attendance System (BAS)	500
8	Institute Management System (IMS)	500
9	Branded Message Service (BMS)	500
10	Digital Marketing Campaign (DMC)	500

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 Rs10000. The second highest business will be awarded Rs.5000 and Rs.2000 respectively for the third highest business of the month.

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

