



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 communication skills can be considered.
2. ACO should have the good marketing and communication skills.
3. ACO should have the administrative skills.
4. 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's will lead a team of Business Developer Officers (BDO) in the assigned division. Along with supervising the team, ACO will also sale the projects of WES via telephonically directly for personal benefit and company benefit.
3. ACO will make a comprehensive policy to mobilize their team of BDO's for a profitable business. Recommendations are always appreciated.
4. ACOs will make sure to contact their team members daily. They will assign them work along with guidance and help at all levels.

5. ACO will be responsible for influencing existing and potential customers to buy WES products and services contact Educational Institutions telephonically in order to promote and sell WES services, receive orders, gather information, verify details and payment method for closing the deal.
6. ACO will be given access to Central reporting system (CRS) to update the data of their personal sales and sales generated from their team members.
7. Maintaining positive business relationships to ensure future sales.
8. Duty timing is from 9am to 5pm Monday to Saturday.
9. Female ACO will be given Rs 2000 travelling allowance.

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 25000 salary will be given but incentives will be given 100%. 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	400
5	Computer Training System (CTS)	2000
6	Examination Development Software (EDS)	500
7	Smart attendance system (SAS)	500
8	Institute Management System (IMS)	500
9	Branded Message Service (BMS)	500
10	Digital Marketing Campaign (DMC)	500



REPORTING

ACO will report directly to marketing team lead and CEO on daily basis and will update all sales in CRS regularly.

KEY PERFORMANCE INDICATORS (KPIs)

The company will display a business sales graph showing the key performance of each ACO 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 1 lac then the ACO will be awarded Rs.5000 as a bonus.

If the business exceeds from 2 lac the ACO will be awarded Rs.10000 as a bonus.

