

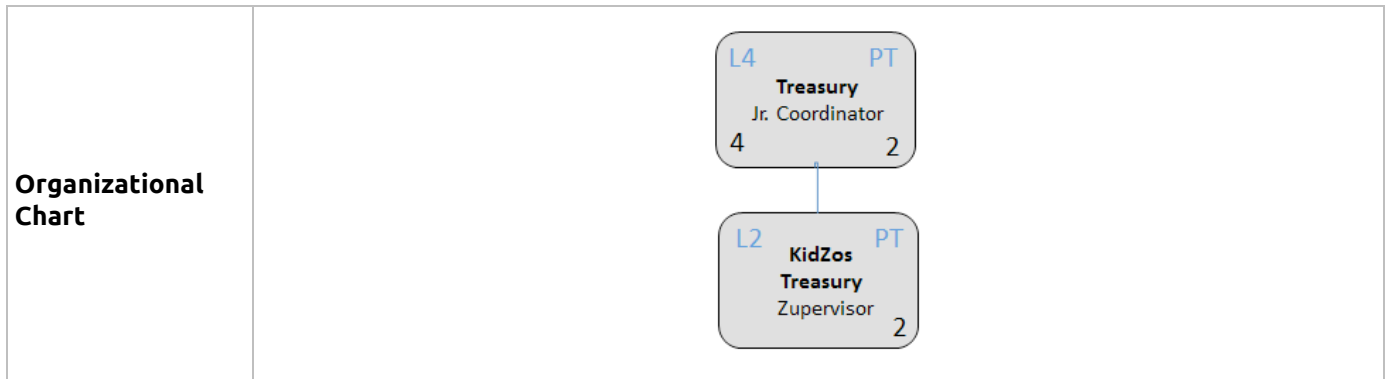


I. JOB DESCRIPTION			
I.1	Identification Facts		
Area	<i>Functional</i>		<i>KidZania Ministry</i>
	Facility's Administration		Treasury
Contribution Level	Zupervisor		
Organizational Level	2		
KidZania Government Level	Metropolitan		
KidZania's Key Position	<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No
Position Location	<input type="checkbox"/> State Offices		<input checked="" type="checkbox"/> Facility
Employment Type	<input type="checkbox"/> Full Time	<input checked="" type="checkbox"/> Part Time	<input type="checkbox"/> Project
Contract Type	<input checked="" type="checkbox"/> In House	<input type="checkbox"/> Shared Services	<input type="checkbox"/> Outsourced

I.2	Scope
Position Summary	The KidZos Treasury Zupervisor provides support to the Facility's Administration operation regarding KidZo(s) handling through entry and exit tallies, redemption and usage report and on-site stock control
Responsibilities	<ul style="list-style-type: none"> <li>• Deliver kidZos to all facility establishments</li> <li>• Collect and record KidZos earnings in each establishment</li> <li>• Record and report all KidZos related data regarding Groups (Parties, Schools, Events, Summer Camps)</li> <li>• Keep track and report of all KidZos related data per shift</li> <li>• Elaborate the Bank's KidZos packages for customer welcome check redemption</li> <li>• Perform kidZos closure per shift</li> </ul>

<b>I.2</b>	<b>Scope</b>
	<ul style="list-style-type: none"> <li>• Collect kidZos periodically from establishments throughout shift (based on visitor attendance)</li> <li>• Daily inventory check in redemption stores and shift cut at closure</li> <li>• Assist entry and exit counters in ticket rip for access control</li> </ul>
<b>Key Project Deliverables</b>	<ul style="list-style-type: none"> <li>• KidZos Flow Report</li> <li>• KidZos Tally Report per Shift,</li> <li>• KidZos Checks</li> </ul>
<b>Key Performance Indicators</b>	<ul style="list-style-type: none"> <li>• Response Time</li> <li>• KidZos Variance</li> </ul>

<b>I.3</b>	<b>Key Relationships</b>	
<b>Reports to</b>	Treasury Jr. Coordinator	
<b>Direct Reports</b>	None	
<b>Indirect Reports</b>	None	
<b>Internal Interactions</b>	<b>Area</b>	<b>Purpose</b>
	Establishments	KidZos flow report correlation
	Entry and Exit Counters	Delivery of kidZos cheques
	Food and Beverages	KidZos flow report correlation
	Merchandising	KidZos flow report correlation
<b>External Interactions</b>	<b>Area</b>	<b>Purpose</b>
	Visitors	Provide support or assistance when prompted



II. JOB PROFILE	
<b>II.1</b>	<b>Qualifications</b>
<b>Educational Background</b>	Business Administration
<b>Educational Degree</b>	High-School Diploma or higher
<b>Work Experience</b>	6 months in accounting areas desirable
<b>Position's Specific Knowledge</b>	<ul style="list-style-type: none"> <li>Cash flow handling and monetary conversion</li> </ul>
<b>Languages</b>	Basic Level of English
<b>II.2</b>	<b>Competencies</b>
<b>KidZania's</b>	Quality Focus, Driving Results, Creativity and Innovation
<b>By Government Level</b>	Service Focus, Active Listening
<b>By Functional Area</b>	Planning and Priority Setting, Analytical Thinking, Continuous Learning
<b>II.3</b>	<b>Requirements</b>
<b>Travel</b>	None
<b>Working</b>	Availability to work on weekends and extended shifts
<b>Physical</b>	None

