



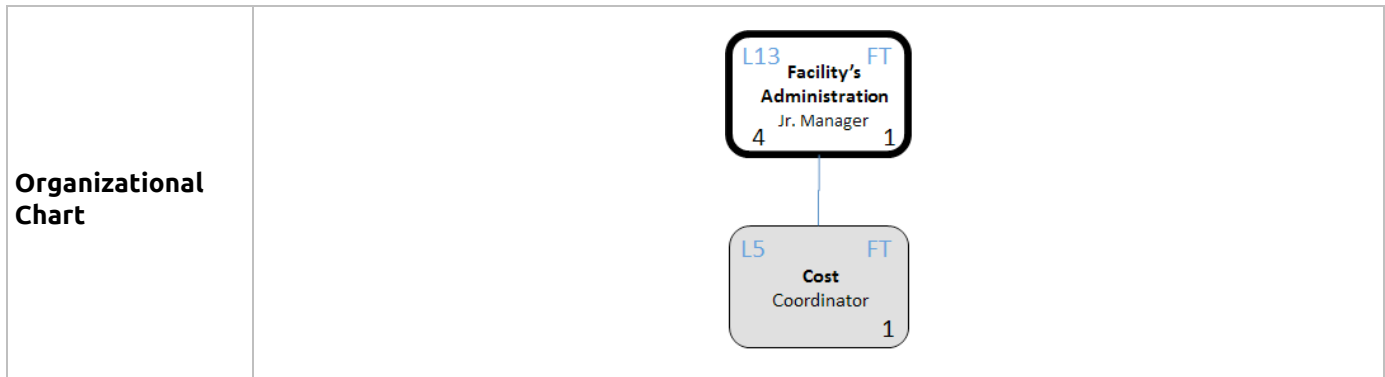
I. JOB DESCRIPTION			
I.1	Identification Facts		
Area	<i>Functional</i>	<i>KidZania Ministry</i>	
	Facility's Administration	Treasury	
Contribution Level	Coordinator		
Organizational Level	5		
KidZania Government Level	Metropolitan		
KidZania's Key Position	<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No
Position Location	<input type="checkbox"/> State Offices		<input checked="" type="checkbox"/> Facility
Employment Type	<input checked="" type="checkbox"/> Full Time	<input 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 Cost Associate is responsible for the adequate, responsible and efficient management of all cost-related activities inside the Facility. Ranging from inventory management to procedural costs analysis, this position ensures the facility's accounting books are in order and up to date according to KidZania's policies and standards.
Responsibilities	<ul style="list-style-type: none"> • Receive and supply requisitions authorized by the Facility Administration Jr. Manager according to the correct process • Update the Warehouse storage inventory through the ERP platform • Update the local warehouse log regarding inventory, entries and deliveries through the weekly physical count • Provide daily reports regarding inventory status and warehouse entry and exits • Ensure supply deliveries are performed according to requisitions and invoices

I.2	Scope
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Key Project Deliverables	<ul style="list-style-type: none"> • Facility Accounting log • Monthly entry log • Accounting books • Monthly costs analysis report • Facility inventory management log
Key Performance Indicators	<ul style="list-style-type: none"> • Total Costs • Inventory Accuracy

I.3	Key Relationships	
Reports to	Facility's Administration Jr. Manager	
Direct Reports	None	
Indirect Reports	None	
Internal Interactions	Area	Purpose
	All areas	Provides record and update of all accounting related topics, such as inventory quotation, entry and exit of supplies, IP inventory requests, etc.
External Interactions	Area	Purpose
	Industry Partners	Maintains close communication in order to provide and receive requests pertaining to the accounting department
	Suppliers	Logs, authorizes and sends inventory requests to and from the Facility





II. JOB PROFILE	
II.1	Qualifications
Educational Background	Accounting, Financial Administration
Educational Degree	Bachelor's Degree
Work Experience	1 year of experience in accounting and inventory management
Position's Specific Knowledge	<ul style="list-style-type: none"> Advanced Excel skills ERP systems management Inventory log, label, management
Languages	Advanced Level of English
II.2	Competencies
KidZania's	Quality Focus, Driving Results, Creativity and Innovation
By Government Level	Service Focus, Active Listening
By Functional Area	Planning and Priority Setting, Analytical Thinking, Continuous Learning
II.3	Requirements
Travel	None
Working	Availability to work on weekends and extended shifts

II.2	Competencies
Physical	Heavy object lifting (when required), good physique