



+632 727 8505
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ADMINISTRATIVE OFFICER – FULL TIME

Responsibilities

- Handle all website, e-mail, social media, and hotline inquiries
- Full social media management including content supervision and capturing and analyzing analytics
- Assist in preparing important documents
- File and consolidate databases and other administrative tasks

Qualifications and Abilities

- Female, age 18-27
- Bachelor's degree, any field
- Preferably with at least one-year work experience; fresh graduates are welcome
- Knowledgeable in Microsoft Office, Google Drive/Sheets, Dropbox, internet navigation, and social media sites
- Ability to collect, organize, and interpret soft data/information
- Strong customer service orientation with a pleasing personality
- Excellent verbal and written communication in English and Filipino
- Fast learner, can work under pressure and with limited supervision

GRAPHICS AND PHOTO EDITOR – FULL TIME

Responsibilities

- Post photo editor of games, events, and other essential photos and graphics that may need editing and/or manipulation
- Conceptualize and execution of creative decks needed for clients and other marketing needs
- Support the creatives team including but not limited to brainstorming, conceptualization, execution, and other assistance needed
- Archiving/filing of assets and other administrative tasks

Qualifications and Abilities

- Proficiency with image editing tools such as Adobe Photoshop, Illustrator, Lightroom
 - Eye for photos, eye for details
 - Copywriting and social media management skills a plus
 - High sense of creativity and passion for photos, editing, sports and/basketball
 - Can keep self updated on trends and new ideas within sports and/or basketball, and be able to interpret those into compelling creatives
 - Can work fast, multitask, and can deliver quality outputs under time pressure and with minimal supervision
 - Bachelor's Degree, preferably with course in Arts/Multimedia/Marketing/Advertising
 - 1-2 years work experience; fresh graduates and interns are welcome to apply
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VIDEO CREATOR AND EDITOR – FULL TIME

Responsibilities

- Edit video highlights of games, events, and other video coverages and deliverables
- Managing pre-production, production, and post-production editing of video projects
- Create video contents such as trailers, ads, graphics and animations, with heavy accordance to branding
- Video shoot for special projects and events
- Encoding videos to any required format and uploading to media platforms
- Organizing video files and projects and other administrative tasks

Qualifications and Abilities

- Proficiency with video and image editing applications such as Adobe Premiere, After Effects, Final Cut, Adobe Photoshop
- Basic knowledge on motion graphics (2D and/or 3D)
- Technical ability to create content and edit his/her visualizations that tell a story
- Directing and copywriting skills are a plus
- Deep passion for video editing and basketball or sports
- Highly creative with close attention to details
- Can work fast, multitask, and can deliver quality outputs under time pressure and with minimal supervision
- Bachelor's Degree, preferable with course in Arts/Multimedia/Marketing/Advertising
- 1-2 years work experience; fresh graduates and interns are welcome too

BOOKKEEPER

The Bookkeeper will be working closely with the accountant in creating and analyzing financial reports and ensure legal requirements compliance, process accounts payable and receivable and manage invoices and tax payments (if necessary).

Responsibilities

- Record day-to-day financial transactions via online and hard copy
- Monitor inflow and outflow of cash transactions
- Maintain and track receipts, billing statements, invoice, vouchers, and other necessary documents for accounting purposes.

Qualifications and Abilities

- Male/Female, Age 21 and above
 - Bachelor's Degree in Accountancy or Financial Management
 - Knowledgeable in Microsoft Office and Google Spreadsheets
 - Proficient in bookkeeping and accounting payable/receivable principles
 - High-degree of accuracy and attention to details
 - Ability to collect, organize, and interpret soft data/information
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TECHNICAL COMMITTEE ASSOCIATE (TCA) – PART TIME

The Technical Committee Officer (TCO) holds a game commissionership role who sits on the official's table who exercises all duties and powers stated under FIBA Art. 45.3 and Art. 47, and supervises the work of the Technical Committee Associate (TCA), assists the Referees in the smooth functioning of the game. Particularly:

1. Determine, before the game, each team's assigned coach and/or captain
2. Brief each team's assigned coach, and/or captain, if needed, regarding their duties and powers under FIBA Art. 6 and Art. 7
3. Record all penalties under Art. IV, and send detailed reports to the Technical Committee regarding any issues and/or concerns needed for review.
4. Exercise the duties and powers of the Technical Committee Associate (TCA), if needed.

Offsite, the Technical Committee Officer (TCO) completes the following responsibilities:

1. Consolidation and ensuring of team requirements are submitted
 - a. Contract and Waivers
 - b. Promissory Notes
 - c. Team Payments
2. Coordination with team captains regarding rules/technical matters
3. Ensure that all registering teams comply with the eligibility requirements.
 - a. Height requirements per division; Max height and average height
 - b. Varsity/Non-varsities
 - c. ID/COE/Relevant ID's submitted
4. Any important memos/announcements that need to be addressed, technical matters that need to be disseminated to the teams
5. Ensure that all protests and/or appeals are resolved
6. Ensure that all divisions have balanced level of competition
7. Consolidation/Tracking of penalties
8. Monitoring of team payments

Qualifications and Abilities:

- Male or Female, Age 18-30
 - Must be willing to attend games on weekends
 - Must be willing to attend training sessions on weekdays
 - Quick-thinker, flexible, and determined/can-do attitude
 - Highly passionate about basketball and/or sports
 - Strong English, customer service, and interpersonal skills
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SALES AND MERCHANDISE ASSOCIATE – PART TIME

Responsibilities

- Acquires clients/accounts and sponsors, and ensures that sales quotas are met
- Ensure that teams avail of KOTC merchandise and from KOTC-accredited suppliers
- Conceptualize sales strategies; look for partnerships, consignment
- Manage Facebook online shop, merchandise inventory
- Creates and maintains client database, creates presentations
- Joins, conducts presentations in meetings
- Aftersales service (presence during actual events, obtaining feedback, writing reports)

Qualifications and Abilities

- Female, Age 21-27
- Bachelor's Degree of any college/university; fresh graduates are welcome
- Proficient in Microsoft Office, Google Drive/Sheets, Dropbox
- Ability to collect, organize, and interpret soft data/information
- Strong English language skills
- Strong customer service orientation with a pleasing personality

OTHER IMPORTANT NOTES

Requirements for all fulltime applicants

- Willing to work in Shaw Boulevard, Mandaluyong
- SSS, PhilHealth, Pag-Ibig member

Working Hours/Shift (fulltime)

- 40-hour work week
- Mix of office + field work
- Days of work: Monday to Friday (open to shifting schedule; may be flexible depending on the needs of the business)
- Shift: 10AM to 7PM

Employment Date: As soon as possible