



Philippine Nutri-Foods Corporation

Unit 214-215, 2nd Floor Commercenter, East Asia Drive, Filinvest Corporate City, Alabang, Muntinlupa, 1781 Metro Manila

Telephone nos.: 0917-123-8627/ 0917-119-9134/ 0917-123-5532

Website: www.ncp.org.ph

Email address: info@ncp.org.ph

JOB DESCRIPTION

POSITION TITLE: NUTRI STORE PROJECT MANAGER

Employment Type: Project Based to Regularization

Reporting to: Area Sales Manager

Location: VISMIN

The **NS PROJECT MANAGER** is responsible for the **end-to-end planning, execution, and rollout** of **NUTRISTORE BRANCHES + ROVING ELECTRONIC VEHICLE NUTRISTORE**, ensuring timely delivery, cost control, regulatory compliance, and operational readiness. This role bridges construction, procurement, licensing, merchandising, and operations to successfully launch and stabilize each branch.

Key Responsibilities:

1. Project Planning & Execution

- Develop comprehensive project plans for each branch (timeline, budget, scope).
- Oversee site selection validation and store layout planning.
- Manage construction and fit-out activities (contractors, timelines, quality).
- Ensure on-time store opening (soft and grand launch).

2. Multi-Branch Rollout Management

- Handle simultaneous rollout of existing and upcoming Nutri Store.
- Implement a standardized store opening checklist (SOP-based).
- Monitor project milestones using Gantt charts / dashboards.

3. Regulatory & Compliance

- Ensure all permits/licenses are secured via 3rd party providers.
- Coordinate with government agencies and local LGUs for the success of the NS and its relative activities.

4. Procurement & Supply Chain Coordination

- Oversee sourcing and delivery of:
 - Store fixtures and equipment
 - Pharmacy stocks and FMCG items
 - Bakery equipment and raw materials
- Ensure alignment with PNFC product distribution strategy



Philippine Nutri-Foods Corporation

Unit 214-215, 2nd Floor Commercenter, East Asia Drive, Filinvest Corporate City, Alabang, Muntinlupa, 1781 Metro Manila

Telephone nos.: 0917-123-8627/ 0917-119-9134/ 0917-123-5532

Website: www.ncp.org.ph

Email address: info@ncp.org.ph

5. Budget & Cost Control

- Prepare and manage project budgets per branch
- Monitor CAPEX:
 - Construction
 - Equipment
 - Initial inventory
- Identify cost-saving opportunities without compromising quality

6. Store Readiness & Store Operations Handover

- Ensure pre-opening readiness, including:
 - Merchandising setup (planogram execution)
 - POS system installation
 - Inventory stocking
- Conduct store turnover to its Store Operations Team: NS Cashier and NS Baker.
- Support first 30–60 days stabilization phase

7. Store Sales Management

- Manages each NS Branches along its daily sales target; monthly update on the NS branches.
- Updates the management on NS branches that were performing versus the non performance NS branches.
- Develops a sales strategy that will drive more sales to each of the NS branches.
- Coordinate with the Marketing Department to ensure that promotional activities were aligned with the NS branding.

8. Team & Stakeholder Management

- Coordinate with:
 - Contractors and suppliers
 - Internal teams (Insti - Sales, Procurement, Supply, HR, Finance)
 - External stakeholders (LGUs, landlords)
- Lead project meetings and progress reporting

9. Risk Management

- Identify project risks (delays, supply issues, compliance gaps)
- Develop contingency plans
- Ensure minimal disruption to timelines



Philippine Nutri-Foods Corporation

Unit 214-215, 2nd Floor Commercenter, East Asia Drive, Filinvest Corporate City, Alabang, Muntinlupa, 1781
Metro Manila

Telephone nos.: 0917-123-8627/ 0917-119-9134/ 0917-123-5532

Website: www.ncp.org.ph

Email address: info@ncp.org.ph

Non-negotiable Qualifications:

Experience: Generally 2-3 years in retail, marketing, store operations or administration.

Communication: Strong verbal and written skills for reporting and staff supervision.

Organizational Skills: High attention to detail for managing inventory and operational procedures.

Technical Skills: Proficiency in POS systems, Microsoft Office (Excel, CRM), and sometimes inventory management software.

Physical Ability: Ability to stand for long periods and handle extended working hours.

Job Requirements:

- Female/Male
- Graduate of Bachelor's degree in business/ administrative/ retail/ marketing management preferred.
- Knowledge of merchandising principles and sales trends.
- Experience in store operations (similar to Nutristore)
- Government relations background and skills
- Leadership abilities and the capability to work independently or in a team.