

Business Development Manager

Report to: Director

No	Job Description
1	Develop goals and objectives that tend to grow and prosperity.
2	Design and implement business plans and strategies to promote the attainment of goals.
3	Ensure that BJCK business has the adequate and suitable resources to complete its activities (e.g. people, material, equipment etc).
4	Organize and coordinate operations in ways that ensure maximum productivity.
5	Supervise the work of employees and provide feedback and counsel to improve efficiency and effectiveness.
6	Maintain relationships with partners/vendors/suppliers.
7	Oversee positioning, pricing, costing of products and new services.
8	Issuing invoices and collecting payments for orders.
9	Managing payroll of a part-timer and casual work.
10	Maintaining restaurant folders and online files/administration.
11	Closing monthly finance reports & Management updates.
12	Developing business ideas and executing strategies for business growth and sales via our physical storefront(s) as well as via the online platform (Beepit, Grab, Foodpanda) and via other channels (ie: corporate bulk orders).
13	Planning and executing seasonal food campaigns, workshops or events together with the F&B Operation Team.
14	Developing new avenues for income generation either through new product creation, marketing & sales promotion or through campaigns in collaboration with relevant departments.
15	Managing and retaining relationships with existing clients and stakeholders.
16	Increasing client base and maintaining the customer database.

Social worker/ Case worker & Community Development Manager

Report to: Director

No	Job Description
1	Think, plan, execute activities/projects that cater to the best interest of BJCK children & community.
2	Primary liaison between family and school in order to facilitate parents to become more involved with their child's school (liaise with school).
3	Assist the student to develop appropriate social interaction within their total human environment (Provides individual and group counseling, plan strategies to enhance a student's skills and functioning).
4	Planning community development program.
5	Achieving organization objectives.
6	Organizing programs and activities in accordance with the mission and goals of BJCK.
7	Analyzing program risks.
8	Developing a budget and operating plan for the program.
9	Developing an evaluation method to assess program strengths and identify areas for improvement.
10	Engaging with BJCK community in regard of program/ activities.
11	Ensuring goals are met in areas including, safety and quality.
12	Producing accurate and timely reporting of program status throughout its life cycle.
13	Implementing and managing changes and interventions to ensure project goals are achieved.
14	Assist BJCK community on issues related to necessary documents/ paperwork in matters of immigration/nationality/legal and assist them with submitting/completing the necessary paperwork when necessary.
15	Advise/update BJCK community on the status of their submitted application.
16	Additional tasks as requested by the direct supervisor.
17	Contacting and making referral with other agencies and services.
18	Management and maintenance of Child Protection cases.
19	Oversee and conduct community outreach projects to empower the underprivileged.
20	Develop, implement and strengthens organisation-wide policies related to Child Protection and sexual exploitation.
21	Ensure accurate data entry into the database system for all welfare cases
22	Perform quality control checks to finalise cases for case conferences and supervision meetings.
23	Provide timely reports on situations at the grass root level by identifying pathological trends by conducting community profiling.
24	Generating reports and presenting information to the director.
25	Organizing programs and activities in accordance with the mission and goals of BJCK.