

**WE'RE LOOKING FOR**  
**DOCUMENT CONTROLLER**  
**(Work base: Processing Plant, Compostela, Cebu)**

**Job Responsibilities:**

- Ensuring all documentation meets formal requirements and required standards and maintain confidentiality
- Collecting, registering, sorting, storing and retrieving all technical documents, electronic and hard copy documents
- Conducting regular reviews and document audits and ensure documents are shared at key times to facilitate timely project completion

**Qualifications:**

- Graduate of Business Administration/ Office Administration or equivalent
- With at least 1 year experience in records/documents management
- With strong attention to details, planning and organization skills.
- Excellent oral and written communication skills
- Computer Literate and proficient in MS Office Application
- Willing to work in Compostela, Cebu

**To apply: Send us your updated resume and a copy of your TOR through**

**E-mail: [vfihf.mgcfamero@gmail.com](mailto:vfihf.mgcfamero@gmail.com)**

**For inquiries, call: 0917-720-1393 (Globe) / 0920 – 956 - 2495 (Smart)**  
**(Look for Ms. Mary Grace C. Famero)**