

DOCUMENT PROCESSOR ASSISTANT

QUALIFICATIONS

- Bachelor's Degree Holder.
- With at least 1 year of experience in administrative roles related to warehousing or logistics is an advantage.
- Proficient in MS Office applications (Word, Excel, PowerPoint, Outlook).
- Knowledge of ERP or other logistics-related systems is a plus.
- Must be currently residing in **Naga, Camarines Sur**.

RESPONSIBILITIES

- Oversee the processing and management of customer orders.
- Review and analyze reports, including but not limited to unserved orders, 3PL billing, and other documentation to support logistics operations and decision-making.
- Prepare and provide bundling instructions for preparing and dispatching of orders to ensure timely and proper delivery to customers.

Build a rewarding career and enjoy our additional benefits!

For those who are interested, you may reach us through **09176319475**