

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

**Responsibilities:**

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

**Qualifications:**

- Candidate must be a graduate of Business Administration/ Office Administration or equivalent
- Must have strong attention to detail and ability to maintain confidentiality
- Must have excellent written and verbal communication skills
- Proficient in Microsoft applications

**To apply, send us your updated resume and TOR through**

**E-mail: [hrrecruitment@virginiafood.com.ph](mailto:hrrecruitment@virginiafood.com.ph)**

**We are located at Virginia Food, Inc. Processing Plant, Cogon, Compostela, Cebu.**

**For inquiries, call: 0917-710-7486**