



Job Description

Document Code: JCVA-HRD-F02 Effectivity Date: February 1, 2022 Page No.: 1 Revision No.: 0 Dept/Unit: Human Resources

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| Job Title: Document Controller | |
| Division/Department: Operations | |
| Location: TBD | |
| Reports to: Jason C. Valderrama | Title: President and CEO |
| Type of Position: | |
| <input type="checkbox"/> Part-Time | <input checked="" type="checkbox"/> Project-based |
| <input type="checkbox"/> Full Time | <input type="checkbox"/> Casual |

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| General Description |
| <i>The Document Controller responsibilities include typing contracts, archiving files, and ensuring all team members have access to necessary documentation.</i> |
| Responsibilities |
| <ul style="list-style-type: none"> • Distribute project-related copies to internal teams. • Review and update technical documents. • File documents in physical and digital records. • Retrieve files as requested by the project team. • Manage the flow of documentation within the project. • Prepare ad-hoc reports on projects as needed. • Check for accuracy and edit files, like contracts. • Checking and editing documents for accuracy and compliance. |
| Qualifications |
| <ul style="list-style-type: none"> • Proven work experience as a Document Controller or similar role. • Familiarity with Project Management. • Hands-on experience with MS Office and MS Excel. • Knowledge of various Electric Document Management Systems. • Attention to Detail. • Data organization skills. • Bachelor’s Degree in Business Administration or any Engineering course. |

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| Reviewed by: Pam M. Valderrama | Title: Director & CMO |
| Approved by: Jason C. Valderrama | Title: President & CEO |

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