	<h1 style="text-align: center;">Operations Assistant (Petty Cash Custodian)</h1> <h2 style="text-align: center;">Job Description</h2>		<p>Document Number:</p> <p style="text-align: center;">JD-OPS-09.21</p>
	<p>Department:</p> <p style="text-align: center;">Operations</p>	<p>Effective Date:</p> <p style="text-align: center;">September 29, 2016</p>	<p>Revision No</p> <p style="text-align: center;">0</p>

I Reason for Existence

The Petty Cash/ Cash Advance Custodian is generally responsible in handling operations revolving fund, releasing money to the drivers and checker, money replenishment and billing for the manpower sub- contractor.

II Immediate Leader


Senior Operations Manager/ Operations Manager.

III Duties and Responsibilities

1. Request for cash advance in the finance department for operations budget by filing up cash vale from approved by the Operations Manager to ensure that there is a money to be used for daily operations.
2. Release money to the driver and checker by asking them to fill up cash vale form approved by the manager/supervisor/dispatcher to ensure that the driver/checker has budget in the daily operations.
3. Prepare liquidation for replenishment by compiling all drivers and checker liquidation and checks encoded additional manpower to the truck trip logbook module to ensure that all cash vale was used for the company operations.
4. Prepare billing of JG Manpo by filing up request for payment slip (RPS) and forward to finance billing department to ensure on time payment for the subcontractor manpower company.
5. Perform other task that maybe assigned by management from time to time.

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IV Minimum Qualifications

1. College graduate of any 4 years course any field
2. Minimum of 1 year experience on the position or with related experience.
3. Good communication and computing skills.

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