	<h1>Messenger</h1> <h2>Job Description</h2>	Document Number: JD-OPS-09.30
	Department: Global - Operations	Effective Date: July 25, 2022
		Revision No 0

I Reason for Existence

The messenger is responsible to deliver and pick up documents such as billings, letters, contracts and others and to collect from customers.


II Duties and Responsibilities

1. Responsible to deliver and collect documents to customers, airlines, shipping lines, banks, forwarders, Bureau of Customs and warehouses.
2. Turn-over of transmittal and receiving copies duly acknowledged by customers, airlines, shipping lines, banks, forwarders, Bureau of Customs and warehouses to AR, Finance Assistant, Customer Experience and declarants for proper filing.
3. Collect from customer as advised by AR Manager by getting Cash or checks and issuing official receipt and properly filling up details of such customer's name, date, sales invoice, amount (specify in figure and words), check number to properly document the payment.
4. Turn-over of collections by giving cash and check and OR to the AR Manager.
5. Deliver or pick-up other documents or materials based on the Instructions receive from authorized F2 personnel to comply with the business requirement.
6. Responsible to provide day to day itinerary and to be submitted to Documentation Supervisor.

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

Any printed and saved copy of this document is considered uncontrolled

	Messenger Job Description		Document Number: JD-OPS-09.30
	Department: Global - Operations	Effective Date: July 25, 2022	Revision No 0

7. Plan and follow the most efficient routes to deliver documents in timely manner to be able to maneuver through heavy urban congestion.
8. Assist in photocopying and filing of documents by sorting, punching, inserting and fastening to respective folders to maintain updated files.
9. Perform other functions that maybe assigned by the management from time to time.

III Minimum Qualifications

1. High school graduate with vocational course or with related experience.
2. Responsible, independent, honest, hardworking, pleasing personality and punctual.
3. Know how to drive 2-wheel motorized vehicle with license.

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

Any printed and saved copy of this document is considered uncontrolled