



JOB DESCRIPTION

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Division/ Department

SHARED SERVICES / PROJECTS

Effectivity Date

05/01/15

Position Title

ISO DOCUMENT CONTROL ASSISTANT

Revision No:

0

I – Reason for Existence

ISO Document Control Assistant is responsible in providing support to Project Manager in creation, maintain records and implement ISO 9001:2008. He/She is also tasked to provide administrative support to projects or activities relating to ISO Certification.

II – Duties and Responsibilities

- 1 Assist in writing ISO Quality Manual documentation and Policies & Procedure by conducting research or interview with process owners to ensure readiness of the company for ISO Certification.
- 2 Perform internal process audit by conducting Time & Motion Study and DILO to improve and maintain the standard of each process.
- 3 Monitor and keeps track all revisions/modifications of controlled documents by maintaining database and scanning of all documents to ensure fast retrieval.
- 4 Perform other functions that maybe assigned by the management from time to time.

III – Qualifications

- 1 Graduate of any four year course preferably Industrial Engineering.
- 2 With or without work experience related to ISO.
- 3 Strong interpersonal skills with ability to communicate with all levels.
- 4 Adaptable and with problem solving analysis.
- 5 Must be detail-oriented and possess strong organization and time management skills
- 6 High tolerance on stress.
- 7 Good computer skills

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