F2 LOGISTICS LET'S MOVE. NOW.	**Position Description Manual**
Department: Finance	Position Title: Documentation Assistant
Effective Date:	Revision No.:

I.   REASON FOR EXISTENCE

Responsible to ensure that all documentation related to billing requirements are regularly maintained per agreed Standard Operating Procedure (SOP).

II.   DUTIES AND RESPONSIBILITIES

1. Send documents received from Operations to destination ports by sorting and checking completeness of documents based on SOP before mailing and updating the Standard Document Transmittal form to ensure on time return of documents duly signed by customers for billing requirements.

2. Monitor transmittal of documents by calling the receiving ports, sending daily updates and pre-alerts thru email until documents have been returned for billing to customers.

3. Endorse documents received from destination ports to Billing Assistant by sorting and checking the completeness based on pre-alert indicated in the Standard Document Transmittal form to ensure compliance to billing requirements.

4. Prepare monthly performance report of returned documents by updating the monitoring log, calculate the aging of documents after delivery date and sending the report thru email to ensure compliance to timely return of documents.

5. Recommend process improvement by giving suggestions on how to hasten current practices to be more efficient and effective in conducting the job.

6. Perform other functions that may be assigned by the management from time to time.

III. QUALIFICATIONS

1. Graduate of any Business related four (4) year course.
2. Organizing skills
3. Good in both oral and written communication
4. Knowledgeable in office application suite
5. Good interpersonal skills
6. Systematic and detailed oriented

Prepared by:	Reviewed by:	Noted by:	Approved by:
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