

| JOB DESCRIPTION          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                 |                                             |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------------------------|
| JOB TITLE:               | <b>WAREHOUSEMAN</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                 |                                             |
| JOB NO.ID                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | DATE LISTED     |                                             |
| JOB LOCATION             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                 |                                             |
| GENERAL DESCRIPTION      | Inventory Custodian                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                 |                                             |
| DIVISION/DEPARTMENT      | Supply Chain Department                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | REPORT TO:      | Warehouse Supervisor                        |
| SUBDIVISION              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | POSITION/TITLE: |                                             |
| FULL TIME (x)            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | POSITION LEVEL  | <b>PROBATIONARY<br/>- RANK AND<br/>FILE</b> |
| CONTRACTOR               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                 |                                             |
| DETAILED JOB DESCRIPTION | <p>           *Inventory and Warehouse custodian (<i>Tagapangalaga ng Imbentaryo at Warehouse</i>)<br/>           -ensures the safety, orderliness and cleanliness of warehouse and products within.<br/>           (<i>Tinitiyak ang kaligtasan, kaayusan at kalinisan ng bodega at mga produkto sa loob</i>)<br/>           *Proper implementation of order processing and releasing<br/> <b>-No Ro-No Rel</b><br/>           (<i>Wastong pagpapatupad ng pagproseso at pagpapalabas ng order</i>)<br/> <br/>           *Proper documentation of inventory received and released to customer in warehouse<br/>           -filling out necessary forms provided and reporting to it to main office (inventory in charge)<br/>           (<i>Wastong dokumentasyon ng imbentaryo na natanggap at inilabas sa customer ng sa bodega</i>)<br/> <br/>           *Compliance of weekly documentation of inventory thru pictures and monthly E-Audit<br/>           (<i>Pagsunod sa lingguhang dokumentasyon ng imbentaryo sa pamamagitan ng mga larawan at buwanang E-Audit</i>)<br/> <br/>           *Reporting of discrepancies<br/>           (<i>Pag-uulat ng mga pagkakaiba sa imbentaryo</i>)<br/> <br/>           *Operate and maintain preventive maintenance of warehouse vehicle and equipment<br/>           (<i>Magpatakbo at magpanatili ng preventive maintenance ng warehouse na sasakyan at kagamitan</i>)<br/> <br/>           *Follow quality service standard and comply with procedures, rules and regulations<br/>           (<i>Sundin ang pamantayan ng kalidad ng serbisyo at sumunod sa mga pamamaraan, tuntunin at regulasyon</i>)<br/> <br/>           * Should report every department meeting the status of all stocks near expiration dates.<br/>           (<i>Dapat iulat tuwing mayroong pang-departmentong pagpupulong ang katayuan ng lahat ng mga stock malapit sa mga petsa ng pag-expire.</i>)         </p> |                 |                                             |





# TOP ARMADA

CEMENT CORPORATION

|                                        |                                                                                                                                                                                                                                                                        |            |                  |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------|
| WORK<br>EXPERIENCE<br>REQUIREMENT<br>S | *Proven working experience as warehouseman is an advance<br>*Proficiency in Word and Excel<br>*Familiarity with modern warehousing practices and methods<br>*Good organizational and time management skill<br>*Ability to lift heavy object<br>*Can follow instruction |            |                  |
| EDUCATION<br>REQUIREMENT<br>S          |                                                                                                                                                                                                                                                                        |            |                  |
| REQUESTED<br>BY                        |                                                                                                                                                                                                                                                                        |            |                  |
| DATE OF<br>REQUEST                     |                                                                                                                                                                                                                                                                        | HIRED DATE |                  |
| PERSON HIRED                           | <b>Robert Peligrino</b>                                                                                                                                                                                                                                                | DATE START | August 01,, 2024 |

RECEIVED BY:

**Robert peligrino**

*Person Hired*

APPROVED BY:

**RICHARD B. LIM JR.**

*Managing Director*



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Avenue Greenhills, San  
Juan City



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