



<https://eastman.com.ph/job/documentation-associate/>

Documentation Associate

Description

Responsible in real time processing of inbound and outbound transactions, filling of documents and transmittal of proof of delivery documents to Accounting Department.

Qualifications

- Vocational graduate on Computer, Bookkeeping, and Business Management course.
- At least 1 year experience in Warehouse Operation.
- Knowledgeable in Microsoft application.
- Responsible in posting received items and quantity in the system accurately.
- Responsible in sending, receiving and delivering of documents to Accounting Department.
- Responsible to attend to queries concerning documentation.
- Responsible for preparing reports concerning documentation and submit to heads.
- Perform other tasks that may be assigned by his/her immediate superior.

Hiring organization

Eastman Industrial Supply Inc.

Employment Type

Full-time

Job Location

2182c Daystar Industrial Park,
Pulong Santa Cruz, Santa Rosa,
Laguna, Philippines

Date posted

October 10, 2025