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## Document & Data Management Clerk Jobs in Philippines 2021

### Description

Fluor Corporation Offers Vacancies for the Different Positions in the Philippines. The aforesaid Jobs are published in The Kawish Newspaper. The Last Date to Apply is 31 **March 2021**. More Details About **Document & Data Management Clerk Jobs in Philippines 2021**. See job notification for relevant experience, qualification, and age limit information.

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#### Document & Data Management Clerk

Muntinlupa  
National Capital Region  
Philippines

#### Job Description

This is an entry level position. This role works with direct supervision and completes well defined document management activities including verbal and written communication, and analytical tasks. This position will provide support for any role in Project Document & Data Management (PDDM) in an efficient manner while maintaining effective communication with Project Client, Engineering Subcontractors, internal taskforce members and field personnel. The position is clerical in nature however the individual will learn basic or partial work processes and will work with the process with a team.

- Work closely with PDDM lead or the PDDM team to perform general technical and administrative tasks as assigned, performed with direct supervision to support and meet project goals
- Responsible for scanning hard-copies, integrity data checking, receiving, loading documents in a timely manner and updates to data management system, formatting, issue status requirements of hard-copy and electronic documents
- Assist with receiving and filing related documents in a timely manner, make accurate entries and updates in project databases such as a document management system
- May create and organize hard copy backup materials, prepare reproduction orders, create electronic and hard-copy transmittals, prepare email notifications to internal and external customers
- Network with project PDDM team to meet project goals and perform well defined duties
- Develop an understanding of Fluor's DMS capabilities such as searching, basic data entry, new profile creation and bulkloading
- Other duties as assigned

#### Basic Job Requirements

- No required education or directly related experience; some locations may have additional or different qualifications in order to comply with local requirements
- Ability to communicate effectively with audiences that include but are not limited to management, coworkers, clients, vendors, contractors, and visitors
- Job related technical knowledge necessary to complete the job
- Ability to attend to detail and work in a time-conscious and time-effective manner

#### Preferred Qualifications

- Must know how to use a scanner for both regular size and large prints
- Computer literate and is comfortable with programs such as Word, Excel and Adobe
- Problem solving and decision making skills
- Ability to read and follow written and verbal instructions
- Ability to adapt to change, to work under pressure and manage multiple tasks and priorities

#### Degree Required

Yes

#### Requisition Number

126877BR

We reserve the right to modify or revise the job descriptions in part or in its entirety. Reasonable accommodations will be made in accordance with governing law.

We are an equal opportunity employer that recognizes the value of a diverse workforce. All qualified individuals will receive consideration for employment without regard to race, color, age, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, genetic information, or any other criteria protected by federal, state or local law.

### Hiring organization

Fluor Corporation

### Employment Type

Full-time

### Industry

Document & Data Management Clerk

### Job Location

Philippines, 1008, Philippines, Philippines, Philippines

### Base Salary

PHP 20000 - PHP 80000

### Date posted

February 23, 2021

### Valid through

31.03.2021