



HUMAN RESOURCES ADMINISTRATION

JOB DESCRIPTION

A. Job Identification

Position Title: Cartography Operator	Reporting to: Mapping Department Manager	Department: Maps	Document Revision Number: 2	Document Revision Date: 04.12.16
--	---	----------------------------	-----------------------------	----------------------------------

B. Job Summary

Data maintenance of printed map products.

C. Essential Duties and Responsibilities

1. Update and maintains file of printed map products including wall maps
2. Works with GIS Specialists in relation to GIS related data or information, relevant to the production of printed maps
3. Designs the layout of new maps products and other customized printed products

Additional Duties and Responsibilities:

1. Attends training to improve skills and expand knowledge of several different software / project styles
2. Works on special production projects assigned by Manager
3. Performs other duties that may be assigned from time to time
4. Consistently follows Company rules and regulations

D. Jobholders Requirements

Educational Background	Experience
4-years Bachelor's degree in any course (Desired) OR 2-year Associate degree in any course (technical/ vocational) AND 2 years experience in any aspect of publishing industry	At least 6 months experience as graphic designer or layout artist
Certification/Proficiency (If Applicable)	Test Requirements
Fully computer literate; able to use PC for basic word processing or computations; comfortable with running standard software packages such as MS Office	Basic computer literacy test
Physical Characteristics	Working Conditions (If Applicable)
Average fitness / good health require. Able to tolerate some mental stress from occasional deadline pressure	Standard office environment with regular assigned shifts. Some overtime hours are expected.

Prepared by	Noted By
Name : Marjorie P. Tiangco	Name:
Position: Sales, Marketing and Operations Manager	Position: HRAD Representative

I have received, read, and understood and shall, to the best of my ability, carry out and perform the above-mentioned duties and responsibilities.

Date: _____

(Signature over printed name)

