

		HUMAN RESOURCES ADMINISTRATION		JOB DESCRIPTION	
A. Job Identification					
Position Title: Content Specialist	Reporting to: Team Leader/ Manager	Department: MAPS	Document Revision Number: 1	Document Revision Date: 05.21.16	
B. Job Summary					
A content specialist will be responsible for gathering, correcting, verifying information/data through personal or online inquiries and research.					
C. Essential Duties and Responsibilities					
<ol style="list-style-type: none"> 1. Make sure that current data are up to date and relevant 2. Gather new information to add to existing Philippine digital data 3. Inquire new information from personal or online inquiries, and make sure that data received is correct and up to date 4. Personal visitations to government offices, barangay halls, malls and other places for fetching needed data or information 5. Conduct research for tourism (malls, shops, hotels, etc) to update current information <p>Additional Duties and Responsibilities:</p> <ol style="list-style-type: none"> 1. Quality assurance of all information gathered 2. Verifying address, 3. Data storage and archiving 4. Due to occasional bulk of work load, you may be asked to assist others if needed. 					
D. Jobholders Requirements					
Educational Background			Qualifications		
4-year Bachelor's degree OR 2-year Associate degree in any related field (technical/vocational course) and 2 years experience in a similar field			Fresh Graduates are welcomed		
Certification/Proficiency (If Applicable)			Test Requirements		
			Basic I.Q. Test		
Physical Characteristics			Working Conditions (If Applicable)		
Average fitness / good health required. 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)