



**VIRGINIA FOOD, INC.**

## **WE'RE LOOKING FOR AN HR ASSISTANT**

**(Work base: Compostela, Cebu)**

### **RESPONSIBILITIES:**

- Designing, planning and executing strategic employee engagement activities that can promote healthy interaction of the people in the organization.
- The improvement of the company's efficiency and effectiveness by conducting research and analysis of the current organization structure in relation to the proper alignment and systematic process flow.

### **QUALIFICATIONS:**

- Candidate should be a graduate of BS/AB in Psychology or BS in Business Administration Major in Human Resource Development
- With relevant work experience in Training is an advantage
- Must be very good in both written and verbal communication skill
- Dependable, can multitask and works under pressure
- Must be keen to details and can work with less supervision
- Fresh graduates are welcome to apply.

**To apply, send us your application letter, resume and TOR (photocopy)  
through**

**E-mail: [hrrecruitment@virginiafood.com.ph](mailto:hrrecruitment@virginiafood.com.ph) and  
[virginiafoodinc.recruitment@gmail.com](mailto:virginiafoodinc.recruitment@gmail.com)**

**We are located at Virginia Food, Inc. Processing Plant, Cogon, Compostela,  
Cebu.**

**For inquiries, call: 0917-710-7486**

**(Look for Ms. Geneva S. Tolentino)**

