



VIRGINIA FOOD, INC.

WE'RE LOOKING FOR A
EMPLOYEE RELATIONS MANAGER!

Responsibilities:

- Develop and implement an employee relations program to effectively deal with problem resolution and performance issues
- Conducts investigations related to disciplinary matters involving employees; respond to employee complaints; provide advice and guidance regarding discipline, grievances and other employee concerns
- Coordinates and facilitates the grievance procedure and administer appropriate actions

Qualifications:

- Candidate must have a Bachelor's degree in Psychology, Human Resource Management or Political Science.
- With at least two years of managerial experience in a human resources specializing in Employee Relations
- With strong and facilitation skills
- Excellent oral and written communications skills
- Ability to interact professionally with employees at all levels of the organization

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

E-mail: hrrecruitment@virginiafood.com.ph

Or visit us personally at VIRGINIA FOOD, INC.

Human Resources Department Cogon, Compostela, Cebu

For inquiries, call: 0917-710-7486

(Look for Ms. Geneva S. Tolentino)