



VIRGINIA FOOD, INC.

WE'RE LOOKING FOR AN GENERAL SERVICES DEPARTMENT HEAD

(Work base: Compostela, Cebu)

Responsibilities:

- Planning, Leading, Organizing and Controlling the daily activities of the General Services Department (GSD) and coordinating with internal and external customers as such;
- Preparing the overall plan for the operation, organization, and human resources requirements of the department.
- Ensures the overall cleanliness of the entire Plant premises.

Qualifications:

- Candidate must have a Bachelor's degree in Engineering, Accounting or any Business related courses.
- With at least two years work experience in General Services Managements
- Knowledgeable in Sanitation, Transportation, Material Requisition, Repair and Maintenance and Personnel Management
- High in negotiation and leadership skills

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

**E-mail: hrrecruitment@virginiafood.com.ph and
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)

