



**VIRGINIA FOOD, INC.**

## **WE'RE LOOKING FOR AN LIAISON OFFICER**

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

### **Responsibilities:**

- Processing of all government permits and licenses for all company owned vehicles;
- Facilitating shipments and mailing, facsimile, distribution of memo and communication; and the maintenance of fleet general files.

### **Qualifications:**

- Candidate must be a graduate of any four year course.
- With relevant work experience as a liaison is an advantage.
- Knows how to drive a 4 wheel-vehicle with a valid driver's license.
- Excellent in oral and written communication
- High in negotiation and interpersonal skills
- Highly dependable, proactive and can work well with less supervision
- Proficient in computer applications
- Willing to do fieldwork

**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)**

