

WE'RE LOOKING FOR
HR SERVICES SUPERVISOR
(Work base: Processing Plant, Compostela, Cebu)

Job Responsibilities:

- Planning, organizing and leading the Human Resource Services operations.
- Facilitating employee separation reports and documents.
- Assisting in special projects for Human Resource organizational development

Qualifications:

- Graduate of AB/BS Psychology or BSBA - Human Resources Management.
- With at least 3 year experience in human resources specializing in Employee Benefits and other HR Services
- With strong attention to details, decision making, planning and facilitation skills.
- Excellent oral and written communication skills
- Ability to interact professionally with employees at all levels of the organization
- Willing to work in Compostela, Cebu

To apply: Send us your updated resume and a copy of your TOR through

E-mail: vfihhr.mgcfamero@gmail.com

For inquiries, call: 0917-720-1393 (Globe) / 0920 – 956 - 2495 (Smart)
(Look for Ms. Mary Grace C. Famero)