

WE'RE LOOKING FOR AN
ADMIN ASSISTANT
(Work base: Cagayan de Oro City)

Responsibilities:

- Supports and assists in the implementation of human resource activities and policies related to recruitment, benefits, timekeeping and other facets in HR

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 general HR 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
- Willing to work in Cagayan de Oro
- Fresh graduates are welcome to apply

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

E-mail: vfihr.northmin@gmail.com

For inquiries, call: 0917-7102-119 (Globe)

(Look for Ms. Jeanette O. Gamolo)