

WE'RE LOOKING FOR
HUMAN RESOURCE ASSISTANT
(Work base: Head Office, Cebu City)

Job Responsibilities:

- Acquisition, selection and placement of the best candidate for designated positions
 - Ensuring that current employees are satisfied in their positions, and promoting a company's brand through recruitment initiatives and events.
 - Focus in the talent acquisition concerns nationwide under Third Party Manpower Agencies

Qualifications:

- Graduate of AB/BS Psychology or BSBA - Human Resources Management.
- With at least 1-year experience in recruitment or other facets of HR
- Dependable, can multitask and works under pressure
- Must be keen to details and can work with less supervision
- Must be very good in both written and verbal communication skill
- Willing to do field work and travel
- Fresh graduates are welcome to apply and can start ASAP

To apply: Send us your updated resume and a copy of your TOR through
E-mail: vfhr.visayas@gmail.com For inquiries, call: 0917-861-6477 (Globe)
(Look for Gurchiek Gayle Dejaño)