

WE'RE LOOKING FOR
HR ADMIN ASSISTANT
(Work base: Davao City)

Job Responsibilities:

- Handles other non-recruitment HR Functions in the assigned area
- Assists area employees with their HR Concerns and acts as focal person who will coordinate with different HR Sections in the Corporate Office to address concerns immediately
- Acts as Liaison personnel who will handle business permits, sanitary permits, BOSH, First Aid and other government mandated permits in the assigned area

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: vfihhr.mgcfamero@gmail.com

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