

WE'RE LOOKING FOR SECTION HEAD, DISBURSEMENT ACCOUNTING

(Work base: Head Office, Cebu City)

Job Responsibilities:

- Responsible in preparation of General Ledger Report / Analyses required by the Management from Disbursement Section
- Facilitate and prepared Withholding Tax remittances and report
- Review of various Accounts Payable Vouchers for payment (Storage Rentals)

Qualification:

- Candidate must possess at least a Bachelor's Degree in Accountancy or Management Accounting; preferably CPA
- Having work experience in an auditing firm is an advantage
- With 2-3 years relevant work experience in Disbursement, Financial Reporting or handling Accounts Payable
- Excellent oral and written English communication skills
- Above average scholastic records
- Applicants must be willing to work in CEBU CITY.

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

E-mail: vfhr.finance@gmail.com

For inquiries, call: 09175167009 (Globe)

(Look for Ms. Marie Angie A. Clamonte)

WE'RE LOOKING FOR NURSING AID SECRETARY

(Work base: Head Office, Cebu City)

Job Responsibilities:

- Ensures to keep track of all the President's appointments and other important matters (*i.e. booking of plane tickets for scheduled flights and regular medical checkup, therapy or laboratories*) notes it on the President's table calendar and reminds him a day before the scheduled appointment.
- Arranges appointments for the Office of the President.
- Facilitates hotel and travel bookings for company officers and guests in the absence of the in-charge

Qualification:

- Candidate must possess at least a Bachelors Degree in Executive Resource Management, Nursing or Nursing Aid.
- Is very organized and systematic.
- Keen to details and is dependable.
- No work experience required.
- Willing to render overtime.
- Willing to do field work, 30%.
- Applicants must be willing to work in Cebu City.
- Fresh Graduates are welcome to apply.

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WE'RE LOOKING FOR IT TECHNICAL STAFF

(Work base: Head Office, Cebu City)

Job Responsibilities:

- Provide and ensure end-to-end ICT support to various staff, departments and management levels across the organization and assist the IT IS manager on departmental and ad-hoc tasks.
- Administer and enhance IT systems health and performance. Diagnose and resolve hardware and software system issues.
- Ensure and maintain data security and protection and secure connections across entire ICT infrastructure.
- Provide proper assistance, guidance and training for staff ITC issues, use and upkeep of ICT tools and assets.
- Conduct system and process reviews, create and manage documentation and knowledge base for continuous improvement.

Qualification:

- Bachelor's Degree in Computer Science/Engineering, Information Technology or equivalent;
- Experience required of minimum 2 years relevant business experience.
- Knowledge in hardware and software server administration, troubleshooting and repair, network and switching protocols (remote and on-premise), Network security devices, IT Business equipment, software development and virtualization.
- Fresh Graduates are welcome to apply as long as applicant has a relevant Part-time/OJT experience on the field of IT.

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WE'RE LOOKING FOR PURCHASING ENGINEER

(Work base: Head Office, Cebu City)

Job Responsibilities:

- Oversees and controls the acquisition of technical goods and services for industrial operations or projects

Qualifications:

- Candidate must possess a Bachelor's degree in Mechanical or Electrical Engineering
- With a minimum of 3 years work experience in Procurement at a Manufacturing or Contracting setting.
- Skilled in negotiations and contract management.
- Effective verbal and written communication skills.

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(Look for Ms. Marie Angie A. Clamonte)

WE'RE LOOKING FOR IMPORT LOGISTICS SUPERVISOR

(Work base: Head Office, Cebu City)

Job Responsibilities:

- Oversees import/ inbound logistic personnel who are responsible for the flow of goods into the country up to the company's warehouse and depots
- Ensures paperwork and monetary transactions are completed accurately, in a timely manner and according to trade laws

Qualifications:

- Candidate must possess a Bachelor's degree in Business Administration, or Shipping and Logistics Management related
- With at least three years of supervisory work experience in related field
- With good market knowledge, ability to adapt to a dynamic work environment
- With above average communication skill

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WE'RE LOOKING FOR SENIOR FINANCIAL ANALYST

(Work base: Head Office, Cebu City)

Job Responsibilities:

- Provides analysis and guidance to businesses and individuals in making economic/financial decisions
- Gathers financial information, analyzes it and makes recommendations

Qualifications:

- Candidate must possess a Bachelor's Degree in Accountancy or equivalent; CPA is an advantage
- With one to two years of working experience in general accounting or financial reporting
- Excellent verbal and written communication skill
- Must have very good scholastics record

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WE'RE LOOKING FOR ACCOUNTING ASSISTANTS

(Work base: Head Office, Cebu City)

Job Responsibilities:

- Will work under any of the following sections of Accounting: General Accounting, Consignment, Fixed Asset, Financial Reporting, Payroll, Payables, Inventory, Treasury Operation and Disbursement.

Qualification:

- Candidate must possess at least a Bachelor's Degree in Management Accounting, Accounting Technology or Accountancy
- Preferably with work experience related to Accountancy
- Excellent in both oral and written communication
- Must have very good scholastics record
- Fresh Graduates are welcome to apply

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(Look for Ms. Marie Angie A. Clamonte)

WE'RE LOOKING FOR IT PROGRAMMER

(Work base: Head Office, Cebu City)

Job Responsibilities:

- Writes code to help software applications operate more efficiently. Duties include designing and updating software solutions, writing and updating source-code and managing various operating systems.

Qualifications:

- Bachelor's Degree in Computer Science/Engineering, Information Technology or equivalent;
- Experience required of minimum 2 years relevant business experience performing Android Programming;
- Has knowledge/proficient in:
Languages - HTML, CSS, PHP, JavaScript, Ajax, Cross Platform Mobile Development for Android, IOS (Android Studio/Java, Visual Studio/C#)
Database - MSSQL, MySQL, WebServices and APIs
Frameworks - Laravel, CodeIgniter
- Excellent analytical and problem solving skills
- Willing to travel 20 – 30 %
- Fresh Graduates are welcome to apply

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WE'RE LOOKING FOR CORPORATE COMPLIANCE OFFICER

(Work base: Head Office, Cebu City)

Key Job Functions:

- Responsible for ensuring compliance with government license and documentation requirements including importer accreditation and registration/permits processing for all offices/branches
- Handling of property insurance, ensuring adequacy and timeliness of coverage for all company-owned properties

Qualifications:

- Graduate of any business course, preferably Accountancy or Management Accounting
- Preferably with experience in corporate documentation and government compliance requirements with the following offices - SEC, BIR, BOC, NMIS, BAI, BPI, DENR, FDA, BFAR, etc.
- Excellent organizational skills and ability to prioritize tasks
- Excellent communication both oral and in writing; ability to communicate to all levels of the organization
- Excellent interpersonal skills and decision-making ability
- Computer proficiency and familiarity with financial databases and spreadsheet applications.

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(Look for Ms. Marie Angie A. Clamonte)

WE'RE LOOKING FOR SYSTEMS AND AUDIT OFFICER

(Work base: Head Office, Cebu City)

Job Responsibilities:

- Responsible for implementing audit directives approved by the Audit Committee, oversees audit operations and provides leadership and direction in communicating and monitoring audit policies, procedures, practices, programs, and processes.

Qualifications:

- CPA
- With 2-3 years relevant work experience in systems and internal audit
- Preferably with work experience in an auditing firm
- Excellent oral and written English communication skills
- Above average scholastic records
- Excellent interpersonal skills and decision-making ability

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WE'RE LOOKING FOR ACCOUNTING SUPERVISOR

(Work base: Head Office, Cebu City)

Job Responsibilities:

- Oversees accounting activities, including inventory, general accounting, cash disbursements, and month-end accounting close activities. The role maintains the general ledger, prepares for the year-end audit, and prepares for timely and accurate financial reporting.

Qualifications:

- Candidate must possess at least a Bachelor's Degree in Accountancy or Management Accounting; preferably CPA
- Having work experience in an auditing firm is an advantage
- With 2-3 years relevant work experience in General Accounting, Inventory and Financial Analysis
- Excellent oral and written English communication skills
- Above average scholastic records
- Applicants must be willing to work in CEBU CITY.

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