

WE'RE LOOKING FOR
FLEET LIAISON OFFICER
(Work base: Compostela, Cebu)

Responsibilities:

- Processing of all government permits and licenses for all company owned vehicles.
- Facilitating shipments and mailing, facsimile, distribution of memo and communication; and the maintenance of fleet general files.

Qualifications:

- Candidate must be a graduate of any four-year course.
- With relevant work experience as a liaison is an advantage.
- Knows how to drive a 4 wheel-vehicle with a valid driver's license.
- Excellent in oral and written communication
- High in negotiation and interpersonal skills.
- Highly dependable, proactive and can work well with less supervision
- Proficient in computer applications
- Willing to do fieldwork

To apply, send us your updated resume and TOR through

E-mail: hrrecruitment@virginiafood.com.ph

We are located at Virginia Food, Inc. Processing Plant, Cogon, Compostela, Cebu.

For inquiries, call: 0917-710-7486

(Look for Ms. Geneva S. Tolentino)