

# **WE'RE LOOKING FOR LEGAL SECRETARY**

**(Work base: Head Office, Cebu City)**

## **Job Responsibilities:**

- Provide secretarial support to the Legal Department and Office of the Vice President for Finance.
- Organize and file all legal documents and ensure they are updated.
- Assist and facilitate finance division related activities, meetings and seminars.

## **Qualification:**

- Candidate must a graduate of any four year Business related course.
- Preferably with associate degree in law or related field
- With in-depth knowledge of legal document and terminology.
- Skilled in MS Office Applications (i.e. Word, Excel and Power Point)
- Excellent in time-management and is organize.
- Excellent oral and written English communication skill.
- Can start ASAP!

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

E-mail: [vfihf.finance@gmail.com](mailto:vfihf.finance@gmail.com)

For inquiries, call: 09175167009 (Globe)

(Look for Ms. Marie Angie A. Clamonte)