

# **WE'RE LOOKING FOR FINANCE ADMIN IN-CHARGE**

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

## **Job Responsibilities:**

- Keep schedule of meetings / make appointments – internal /external.
- In-charge of basic forms replenishment and releasing (ie. PRF, PCVs, bond papers etc)
- In-charge of Fleet cards (ie. safekeeping, request for new cards, etc)
- In-charge of phone requirements (ie. new request, line termination, coordination with telcos for other concerns, monitoring of phone's holding period, renewals etc.)

## **Qualification:**

- A graduate of Bachelor's Degree in Mass Communication, Commerce or any Business or Accounting Related Course
- Good interpersonal skills.
- Excellent in both oral and written communication.
- Must have above average scholastic record.
- Organized and Systematic with files.
- Knowledge in Microsoft Office application such as Excel, Word and Power point.
- Proactive and Meticulous to details.
- Can start ASAP!

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

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

For inquiries, call: 09175167009 (Globe)

(Look for Ms. Marie Angie A. Clamonte)