



VIRGINIA FOOD, INC.

Invoice Processor

(Location: Cagayan de Oro City)

JOB DESCRIPTION

- Processing of Invoices, Stock Transfer Advice (STA), and Delivery Receipts (DR)
- Daily recording of Returned Goods Receipt (RGR) entries to the RGR System

QUALIFICATIONS

- Bachelor's degree in Information Technology, Industrial Engineer, Accounting, Management or equivalent
- With 1-2 years experience in data processing and analyzing is a plus
- Preferably knowledgeable in EXCEL and with advance typing skills
- Preferably residing in Butuan City
- Willing to work beyond the normal working schedule

For those who are interested, you may reach us through:

Email: vfhr.northmin@gmail.com

Mobile numbers: 0917-7102-119 (Globe)

We are located at Unit A7, Pride Rock Business Park, Gusa, Cagayan de Oro City

**WHAT ARE YOU WAITING FOR? THIS IS YOUR CHANCE TO EXPERIENCE #CareerGoals!
APPLY NOW AND BE PART OF OUR GROWING FAMILY. #TheUltimateFoodSolution**

