

# **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.

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)