

WE'RE LOOKING FOR
HR ADMIN ASSISTANT
(Work base: Pasig City)

Responsibilities:

- Handles other non-recruitment HR Functions in the assigned area
- Assists area employees with their HR Concerns and acts as focal person who will coordinate with different HR Sections in the Corporate Office to address concerns immediately
- Acts as Liaison personnel who will handle business permits, sanitary permits, BOSH, First Aid and other government mandated permits in the assigned area

Qualifications:

- Graduate of AB/BS Psychology or BSBA - Human Resources Management.
- With relevant work experience in general HR is an advantage
- Dependable, can multitask and works under pressure
- Must be keen to details and can work with less supervision
- Must be very good in both written and verbal communication skill
- Willing to do field work and travel
- Fresh graduates are welcome to apply and can start ASAP

To apply, send us your updated resume and a copy of your TOR through

E-mail: vfhr.luzon@gmail.com

We are located at Virginia Food Inc., Room 404, JG Building, C. Raymundo Ave., Pasig City (in front of Caltex and on top of RCBC bank)

For inquiries, call: 09173129687

(Look for Ms. lyiana Cariño)