

WE'RE LOOKING FOR
HR ASSISTANT, ADMIN
(Work base: Compostela, Cebu)

Responsibilities:

- Responsible for the completion of 201 files and the consolidation and accuracy of all Pre-employment requirements
- Collecting and ensuring complete medical requirements of new hires

Qualifications:

- Candidate must have a Bachelor's degree in Psychology or Human Resource Development Management
- Very good written and verbal communication skills
- Able to maintain confidentiality
- Must have the ability to multitask and work under pressure
- Must have strong attention to details, decision-making, and facilitation skills
- With at least 6 months to 1 year of experience in Human Resources
- Fresh graduates are welcome to apply and can start ASAP

To apply, send us your updated resume and TOR through

E-mail: vfhr.plant2@gmail.com

We are located at Virginia Food, Inc. Processing Plant, Cogon, Compostela, Cebu.

For inquiries, call: 0915-665-8587