

WE'RE LOOKING FOR A HUMAN RESOURCE ASSISTANT

(Work base: Cagayan de Oro City)

Responsibilities:

- The acquisition, selection and placement of the best candidates for designated positions in Northern Mindanao areas
- Submission of Daily Accomplishment Report and Weekly Recruitment Monitoring Report

Qualifications:

- Candidate should be a graduate of BS/AB in Psychology or BS in Business Administration Major in Human Resource Development
- With relevant work experience in general HR is an advantage
- Must be very good in both written and verbal communication skill
- Dependable, can multitask and works under pressure
- Must be keen to details and can work with less supervision
- **Willing to work to work for 1 year**
- Fresh graduates are welcome to apply

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

E-mail: vfhr.northmin@gmail.com

For inquiries, call: 0917-7102-119 (Globe)

(Look for Ms. Jeanette O. Gamolo)