



***A globally competitive food company providing consumer and industrial markets with value-laden quality products and services.***

Virginia Food, Inc. (VFI) is engaged in the manufacturing, distribution, and selling of processed meat products. A local company based in Cebu, it caters to consumers and patrons nationwide. VFI is the maker of the Virginia, El Rancho, Winner, Champion, and Australian Brands of canned goods and frozen processed meat.

As a company, VFI recognizes its employees as its prime clients. We continually strive for the development and growth of individual capabilities. Come and be part of our growth!

## **Warehouse Operations Coordinator** **(Work base: Tacloban)**

### **JOB RESPONSIBILITIES:**

The position is responsible for:

- Oversee the daily operation efficiency's of assigned warehouse/warehouses such as put-away, picking, packing, picklist turnaround time, dispatching, etc
- Oversee timely loading and unloading procedures
- Monitor on-time arrival of trucks and coordinate with the respective section handling trucks when the need arises,
- Communicate effectively with immediate supervisor/ concerned teams should be any issues and concerns

### **QUALIFICATIONS:**

- Candidate must have a Bachelor's degree Courses/Business Administration/Management/Marketing or BS/-Industrial Engineering
- With good communication skills
- With good listening skills
- With good analytical and problem –solving skills
- Good time management, prioritization and multitasking abilities
- Able to give and receive feedback and constructive criticism

To apply, send us your application letter, resume and TOR (photocopy) through

**E-mail: [vfih.r.visayas@gmail.com](mailto:vfih.r.visayas@gmail.com)**

For inquiries, call: 09178616477

(Look for Ms. Gayle Dejaño)