

WE'RE LOOKING FOR
HR BILLING CLERK
(Work base: Compostela, Cebu)

Responsibilities:

- Ensuring the compliance and accuracy of monthly government mandatory contributions of external manpower service providers
- Accurate checking and organized billing statements from the external manpower service providers

Qualifications:

- Candidate should have a Bachelor's degree in Business Administration, Office Administration or any business-related course
- Can perform multi-tasking and willing to render overtime
- Computer Literate and proficient in MS Office Application
- Fresh graduates are welcome to apply

To apply, send us your updated resume and TOR through

E-mail: hrrecruitment@virginiafood.com.ph

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

For inquiries, call: 0917-710-7486