

**WE'RE LOOKING FOR**  
**FINANCE ADMINISTRATIVE IN-CHARGE, FLEET**  
**(Work base: Compostela, Cebu)**

**Responsibilities:**

- Monitor and analyze fleet-related transactions including cashiering on petty expenses

**Qualifications:**

- Candidate should have a Bachelor's degree in Accountancy, Management Accounting, or any equivalent courses
- With at least 6 months to 1 year of relevant work experience
- Excellent in oral and written communication
- Can perform multi-tasking and willing to render overtime
- Computer Literate and proficient in MS Office Application
- With good scholastic records

**To apply, send us your updated resume and TOR through**

**E-mail: [hrrecruitment@virginiafood.com.ph](mailto:hrrecruitment@virginiafood.com.ph)**

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

**For inquiries, call: 0917-710-7486**