

WE'RE LOOKING FOR
MANUFACTURING ASSISTANT STAFF
(Work base: Compostela, Cebu)

Responsibilities:

- Carry out administrative work and errands in Manufacturing and assist in special projects, coordinating and directing office services, and managing company contacts, reports, and other confidential information
- Schedule Calendar of activities and assist in setting up meetings
- Update Senior Manufacturing on the status of issues and reports as well as the Managers/VP-Manufacturing

Qualifications:

- Candidate should have a Bachelor's degree in Business Administration, Industrial Engineering or any business-related course
- With excellent verbal and written English communication skills
- Computer Literate and skilled in basic MS Office applications (Word, Excel, PPT, Project, Visio)
- Flexible, result-oriented, and can work with less supervision
- Highly organized, reliable, and possess good leadership qualities
- Can effectively relate to people at all levels of the organization
- Fresh graduates are welcome to apply

To apply, send us your updated resume and TOR through

E-mail: vfih.r.plant2@gmail.com

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

For inquiries, call: 0917-816-6402