



HR ASSISTANT, TALENT ACQUISITION **(Work base: Cebu, HO)**

JOB RESPONSIBILITIES:

The position is responsible for:

- The acquisition, selection and placement of the best candidates for designated positions in Sales & Marketing; and
- Submission of Daily Accomplishment Report and Weekly Recruitment Monitoring Report.
- Checks the Manpower Requests for New Hires/Transfers, etc. are properly signed by the requester and the approving officer(s) prior to serving
- Keeps proper monitoring of all manpower requisition
- Monitors and discusses the pre-employment requirements and on boarding documents until applicant's deployment

QUALIFICATIONS:

- Graduate of BA/BS Psychology or Human Resource Management
- Preferably with at least 1 year experience in recruitment or other facets of HR
- Dependable, can multitask and work under pressure
- Must be keen to details and can work with less supervision
- Above average written and verbal communication skill
- Willing to travel or do field work
- FRESH GRADUATES ARE WELCOME TO APPLY and can start ASAP!

PERKS & BENEFITS:

- Health insurance
- Medical Allowance
- Performance Bonus
- Paid Leaves
- Product discount
- Dental care and doctor's consultation
- Longevity pay

Send your CV to gmcibr.visayas@gmail.com

Look for Ms. Mariam Mae N. Opeña (0917 717 3043)