

WE'RE LOOKING FOR  
**Human Resource Assistant**  
(Work Base: Bacolod City)

**Responsibilities:**

- Handles other non-recruitment HR Functions in the assigned area
- Assists area employees with their HR Concerns and acts as the focal person who will coordinate with different HR Sections in the Corporate Office to address concerns immediately
- Acts as Liaison personnel who will handle business permits, sanitary permits, BOSH, First Aid, and other government-mandated permits in the assigned area

**Qualifications:**

- Graduate of AB/BS Psychology or BSBA - Human Resources Management.
- With relevant work experience in general HR is an advantage
- Dependable, can multitask and works under pressure
- Must be keen to details and can work with less supervision
- Must be very good in both written and verbal communication skill
- Willing to do field work and travel
- Fresh graduates are welcome to apply and can start ASAP

To apply: Send us your resume and a copy of your TOR through

E-mail: [vfihhr.westvisayas@gmail.com](mailto:vfihhr.westvisayas@gmail.com)

For inquiries, call: 0917-310-3839(Globe) / 0939-564-0917 (Smart)

(Look for Ms. Rizza Jo P. Nicolasora)

