

WE'RE LOOKING FOR
OFFICE ASSISTANT
(Work base: Processing Plant, Compostela, Cebu)

Job Responsibilities:

- Assisting the assigned section mostly with clerical tasks such as encoding, printing, scanning, filling or record-keeping, receiving, and checking the completeness and correctness of Pre-Deployment Documents of the external manpower service provider.
- Ensuring an organized filling and monitoring of Pre-Deployment Documents of the external manpower service provider;
- Accurate monitoring of employee master list of agency-supplies workers.

Qualifications:

- Graduate of Office Administration or any related Bachelor's Degree
- Dependable, can multitask, and works under pressure
- Must be keen on details and can work with less supervision
- Must be very good in both written and verbal communication skills
- Fresh graduates are welcome to apply

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

E-mail: hrrecruitment@virginiafood.com.ph

For inquiries, call: 0917-710-7486