

# **WE'RE LOOKING FOR PURCHASING ASSISTANT, TRADE GOODS**

**(Work base: Head Office, Cebu City)**

## **Job Responsibilities:**

- Providing technical support to the purchasing process particularly for sales and marketing's needed goods and services with specific responsibilities in processing purchasing documents, responding to related inquiries and maintaining vendor/source information.

## **Qualification:**

- Candidate must a graduate of any four-year Business related course (Business Administration/Economics/ Industrial Engineering).
- Very good communication and negotiation skills (verbal and written)
- Highly organized and detail oriented.
- Skilled in MS Office Applications (i.e. Word, Excel and Power Point)
- Excellent in time-management and is organize.
- Has background in procurement.
- Can start ASAP!

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

E-mail: [vfhr.finance2@gmail.com](mailto:vfhr.finance2@gmail.com)

For inquiries, call: 0917 710 6492 (Globe)

(Look for Ms. Maria Theresa M. Sanchez)

# **WE'RE LOOKING FOR PROCUREMENT OPERATIONS JUNIOR ANALYST**

**(Work base: Head Office, Cebu City)**

## **JOB RESPONSIBILITIES**

- Providing the team with technical support, checks, balance with the purchasing assistant's transactions and generates reports for the procurement team's processes improvement.

## **Qualification:**

- Candidate must a graduate of any four-year Business related course (Business Administration/Economics).
- Honest, disciplined, organized and has a positive and mature outlook.
- Has ability to handle work under pressure, work overtime and can work with minimum supervision.
- Excellent in both written and verbal communication skills.
- Has good interpersonal skills.
- Highly organized and detail oriented.
- Skilled in MS Office Applications (i.e. Word, Excel and Power Point)
- Can start ASAP!

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