

WE'RE LOOKING FOR
FLEET LIAISON STAFF
(Work base: Compostela, Cebu)

Responsibilities:

- Handling the whole office procedure in the renewal of all vehicles and equipment to LTO and processing documents required for permit application to government affiliated agencies.
- Processing of all government permits and licenses for all company-owned vehicles;
- Updating and monitoring of all vehicle lists and status nationwide as well as tracking of vehicle location.

Qualifications:

- Candidate must have a Bachelor's degree in Mechanical Engineering or any related courses
- Preferably with at least six (6) months of related experience
- Must have strong analytical skills, leadership, and with exceptional negotiation skills
- With strong attention to detail, decision-making, planning, and facilitation skills.

To apply, send us your updated resume and TOR through

E-mail: hrrecruitment@virginiafood.com.ph

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

For inquiries, call: 0917-710-7486