

WE'RE LOOKING FOR
HUMAN RESOURCE ASSISTANT, EMPLOYEE BENEFITS
(Work base: Compostela, Cebu)

Responsibilities:

- Responsible for the proper implementation of updated government mandatory (SSS, Phil Health, HDMF, and BIR) and company initiated benefits.

Qualifications:

- Candidate should have a Bachelor's degree in Psychology or Human Resource Development Management
- Flexible, result-oriented, and can work with less supervision
- Highly organized. Reliable, and detailed- oriented
- Fresh graduates are welcome to apply
- Can start ASAP

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