

**WE'RE LOOKING FOR**  
**FLEET ADMIN SUPERVISOR**

**(Work base: Compostela, Cebu)**

**Responsibilities:**

- Focus on supervision of administrative work at Fleet.
- Responsible (and accountable) for car plan agreements, Deed of Absolute Sale preparation, vehicle registration and insurance/monitoring, payment request form preparations, fleet card processing, and other admin tasks.

**Qualification:**

- Graduate of any Bachelor's Degree
- Has work experience in the trucking, transport, construction, or manufacturing industry
- With 3 years of supervisory experience in the administrative field
- Has strong analytical, problem-solving, and leadership skills.

**To apply, send us your updated resume and TOR through**

**E-mail: [hrrecruitment@virginiafood.com.ph](mailto:hrrecruitment@virginiafood.com.ph)**

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

**For inquiries, call: 0917-710-7486**