

WE'RE LOOKING FOR
HR BILLING IN-CHARGE
(Work base: Compostela, Cebu)

Responsibilities:

- Monitoring of Employee's Attendance (Leave/ Absences, Tardiness, Overtime, Undertime, among others)
- Ensuring the accuracy and on time submission of billing reports

Qualifications:

- Candidate must have a Bachelor's degree in Management Accounting, Financial Management, Human Resource Management or any business-related courses
- Computer literate and proficient in MS Office applications specifically in Excel
- With thorough knowledge in timekeeping, payroll computation or billing processing for Agency
- Willing to render overtime work and even on holidays
- With at least 6 months to 2 years of experience in Human Resources
- Fresh graduates are welcome to apply and 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