

**WE'RE LOOKING FOR**  
**PLANNING ASSISTANT**  
**(Work base: Compostela, Cebu)**

**Responsibilities:**

- Responsible for assisting the Immediate Head in ensuring consistent availability of Raw Materials by proper planning in coordination in Warehouse Operations- Raw Materials and Procurement Department.
- Analyzing of the Raw Material Plan for the Push and Pull of Items Assigned.

**Qualification:**

- Candidate must have a Bachelor's degree in Industrial Engineering or any business-related course.
- Knowledgeable in Inventory Management
- Must have strong analytical and mathematical skills
- Proficient in Microsoft applications
- Preferably with 6 months' work experience
- Fresh graduates are welcome to apply

**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**

**(Look for Ms. Aileen Pasana)**