

WE'RE LOOKING FOR ACCOUNTING MESSENGER

(Work base: Head Office, Cebu City)

Job Description:

- Transacts on behalf of the company in a professional manner on general errands, such as but not limited to, bills payment, bank transactions, government agencies transactions, and pick up and/or deliver packages or documents
- Planning the most efficient and expedient delivery route from place to place; organizes daily and weekly transactions accordingly
- Ensuring and maintaining proper documentation of activities by providing official receipts, deposit slips and other documents
- Perform general office or clerical work such as filing of documents, operating office equipment, etc.
- Ensures confidentiality and has a high level of integrity in keeping sensitive and confidential information
- Performing other office or clerical tasks

Qualifications:

- Graduate of any four (4) years course.
- Preferably with 1 to 2 years' experience working as company messenger.
- Knows how to drive a motorcycle with valid driver's license.
- Highly trustworthy and can work with minimum supervision.
- Organized and has a positive and mature outlook.
- Good interpersonal skills.
- Reliable and Trustworthy.
- Willing to do field work daily.

To apply: Send us your resume and a copy of your TOR through

E-mail: vfihrtafinance@gmail.com

For inquiries, call: 09177106492

(Look for Ms. Ghelikka Rae M. Rondero)