

**WE'RE LOOKING FOR**  
**TRADE MARKETING SPECIALIST**  
(Work base: Head Office, Cebu City)

**Job Responsibilities:**

- Assists and coordinates with the Sales Team in the proper planning, organizing and executing of marketing strategies to strengthen the company's brand within approved negotiated budget.
- Assists the Sales Team - Modern Trade and General , and/or distributors with the agreed marketing strategy including product placements, marketing materials and brand awareness
- Ensures Trade Marketing Resources/ Collaterals are properly implemented and secured in the most effective and efficient manner possible.

**Qualifications:**

- Candidate must possess a Bachelor's degree , preferably related to Business, Marketing, Entrepreneurship or equivalent
- Excellent verbal and written communication skills
- With excellent interpersonal, negotiation, organizing and delegation skills
- Willing to work irregular working hours, weekends and public holidays (90-95% filed work)

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

**E-mail: [vfihf.mgcfamero@gmail.com](mailto:vfihf.mgcfamero@gmail.com)**

**For inquiries, call: 0917-720-1393 (Globe) / 0920 – 956 - 2495 (Smart)**  
**(Look for Ms. Mary Grace C. Famero)**

**WE'RE LOOKING FOR**  
**BRANDING ASSISTANT**  
(Work base: Head Office, Cebu City)

**Job Responsibilities:**

- Responsible for creating marketing plan and promotional campaigns for new brands and products in collaborations with Creatives, Digital Marketing, and Trade Marketing Department.
- Assists in conceptualization phase, product development phase, pre- launching to launching phase.
- Monitors and analyzes the data of the new and existing products

**Qualifications:**

- Candidate must possess a Bachelor's degree, preferably Business and Marketing related
- With analytical, creative and strategic skills
- Team player and can work under pressure
- Fresh graduates are welcome to apply

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**WE'RE LOOKING FOR**  
**TRADE MARKETING SUPERVISOR**  
(Work base: Head Office, Cebu City)

**Job Responsibilities:**

- Develops and executes the Trade Marketing Plan in line with sales and marketing objectives and manage the Trade Marketing budget.
- Conceptualizes and executes trade promotions and rolls out impactful in-store campaigns in collaboration with marketing and sales teams
- Leads activation programs with Trade Marketing Specialist in Luzon and Visayas

**Qualifications:**

- Candidate must possess a Bachelor's degree in Marketing, Business Administration or any related field.
- With strong leadership, communication & interpersonal skills.
- Preferably with two to three years of relevant work experiences in a FMCG industry
- With strong knowledge of consumer industry
- Ability to think critically and creatively
- Able to travel and work in extended hours as required

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**WE'RE LOOKING FOR**  
**OCCUPATIONAL HEALTH NURSE**  
**(Work base: Head Office, Cebu City)**

**Job Responsibilities:**

- Assisting the Occupational Health Physician by providing nursing care to the ill and injured;
- Performing health examination within the scope of the nursing profession and refers the same to the physician if more extensive examination is needed;
- Maintaining health records and submits annual reports, and gives suggestions to improved conditions of worker's health.

**Qualifications:**

- Candidate must be a graduate of Bachelor's Degree in Nursing and a Professional License holder (Registered Nurse)
- With at least 2 years solid work experience of as a Company Nurse / Occupational Health Nurse
- Preferably with Basic Occupational Safety and Health (BOSH) Certification

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**WE'RE LOOKING FOR**  
**HUMAN RESOURCE ASSISTANT**  
**(Work base: Head Office, Cebu City)**

**Job Responsibilities:**

- Acquisition, selection and placement of the best candidate for designated positions
- Ensuring that current employees are satisfied in their positions, and promoting a company's brand through recruitment initiatives and events.
- Focus in the talent acquisition concerns nationwide under Third Party Manpower Agencies

**Qualifications:**

- Graduate of AB/BS Psychology or BSBA - Human Resources Management.
- With at least 1 year experience in recruitment or other facets of HR
- Dependable, can multitask and works under pressure
- Must be keen to details and can work with less supervision
- Must be very good in both written and verbal communication skill
- Willing to do field work and travel
- Fresh graduates are welcome to apply and can start ASAP

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**WE'RE LOOKING FOR**  
**HUMAN RESOURCE ASSISTANT**  
**(Work base: Davao City)**

**Job Responsibilities:**

- Acquisition, selection and placement of the best candidate for designated positions in South Mindanao
- Ensuring that current employees are satisfied in their positions, and promoting a company's brand through recruitment initiatives and events.

**Qualifications:**

- Graduate of AB/BS Psychology or BSBA - Human Resources Management.
- With at least 1 year experience in recruitment or other facets of HR
- Dependable, can multitask and works under pressure
- Must be keen to details and can work with less supervision
- Must be very good in both written and verbal communication skill
- Willing to do field work and travel
- Fresh graduates are welcome to apply and can start ASAP

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**WE'RE LOOKING FOR**  
**HR ADMIN ASSISTANT**  
**(Work base: Davao City)**

**Job Responsibilities:**

- Handles other non-recruitment HR Functions in the assigned area
- Assists area employees with their HR Concerns and acts as focal person who will coordinate with different HR Sections in the Corporate Office to address concerns immediately
- Acts as Liaison personnel who will handle business permits, sanitary permits, BOSH, First Aid and other government mandated permits in the assigned area

**Qualifications:**

- Graduate of AB/BS Psychology or BSBA - Human Resources Management.
- With at least 1 year relevant experience in general HR
- Dependable, can multitask and works under pressure
- Must be keen to details and can work with less supervision
- Must be very good in both written and verbal communication skill
- Willing to do field work and travel
- Fresh graduates are welcome to apply and can start ASAP

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**WE'RE LOOKING FOR**  
**HR ADMIN ASSISTANT**  
**(Work base: Iloilo City)**

**Job Responsibilities:**

- Handles other non-recruitment HR Functions in the assigned area
- Assists area employees with their HR Concerns and acts as focal person who will coordinate with different HR Sections in the Corporate Office to address concerns immediately
- Acts as Liaison personnel who will handle business permits, sanitary permits, BOSH, First Aid and other government mandated permits in the assigned area

**Qualifications:**

- Graduate of AB/BS Psychology or BSBA - Human Resources Management.
- With relevant work experience in general HR is an advantage
- Dependable, can multitask and works under pressure
- Must be keen to details and can work with less supervision
- Must be very good in both written and verbal communication skill
- Willing to do field work and travel
- Fresh graduates are welcome to apply and can start ASAP

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**WE'RE LOOKING FOR**  
**HUMAN RESOURCE ASSISTANT**  
**(Work base: Processing Plant, Compostela, Cebu)**

**Job Responsibilities:**

- Acquisition, selection and placement of the best candidate for designated positions
- Ensuring that current employees are satisfied in their positions, and promoting a company's brand through recruitment initiatives and events.
- Handles a certain section of Human Resources (Performance Management, Services, Learning and Development, Employee Relations or Timekeeping and Billing)

**Qualifications:**

- Graduate of AB/BS Psychology or BSBA - Human Resources Management.
- With at least 1 year experience in recruitment or other facets of HR
- Dependable, can multitask and works under pressure
- Must be keen to details and can work with less supervision
- Must be very good in both written and verbal communication skill
- Preferably residing in Liloan, Consolacion, Danao, Compostela Cebu
- Fresh graduates are welcome to apply and can start ASAP

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**WE'RE LOOKING FOR**  
**COMPENSATION AND BENEFITS SPECIALIST**  
**(Work base: Processing Plant, Compostela, Cebu)**

**Job Responsibilities:**

- Planning, organizing and leading the Human Resource Services operations.
- Facilitating employee separation reports and documents.
- Assisting in special projects for Human Resource organizational development

**Qualifications:**

- Graduate of AB/BS Psychology or BSBA - Human Resources Management.
- With at least 3 year experience in human resources specializing in Employee Benefits and other HR Services
- With strong attention to details, decision making, planning and facilitation skills.
- Excellent oral and written communication skills
- Ability to interact professionally with employees at all levels of the organization
- Willing to work in Compostela, Cebu

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**WE'RE LOOKING FOR**  
**HR SERVICES SUPERVISOR**  
**(Work base: Processing Plant, Compostela, Cebu)**

**Job Responsibilities:**

- Planning, organizing and leading the Human Resource Services operations.
- Facilitating employee separation reports and documents.
- Assisting in special projects for Human Resource organizational development

**Qualifications:**

- Graduate of AB/BS Psychology or BSBA - Human Resources Management.
- With at least 3 year experience in human resources specializing in Employee Benefits and other HR Services
- With strong attention to details, decision making, planning and facilitation skills.
- Excellent oral and written communication skills
- Ability to interact professionally with employees at all levels of the organization
- Willing to work in Compostela, Cebu

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**WE'RE LOOKING FOR**  
**DOCUMENT CONTROLLER**  
**(Work base: Processing Plant, Compostela, Cebu)**

**Job Responsibilities:**

- Ensuring all documentation meets formal requirements and required standards and maintain confidentiality
- Collecting, registering, sorting, storing and retrieving all technical documents, electronic and hard copy documents
- Conducting regular reviews and document audits and ensure documents are shared at key times to facilitate timely project completion

**Qualifications:**

- Graduate of Business Administration/ Office Administration or equivalent
- With at least 1 year experience in records/documents management
- With strong attention to details, planning and organization skills.
- Excellent oral and written communication skills
- Computer Literate and proficient in MS Office Application
- Willing to work in Compostela, Cebu

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

**Job 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 should have a Bachelor's degree in Psychology, Management Accounting or any business related courses.
- Preferably knowledgeable in timekeeping
- Can perform multi-tasking and willing to render overtime
- Computer Literate and proficient in MS Office Application
- Willing to work in Compostela, Cebu
- Fresh graduates are welcome to apply

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**WE'RE LOOKING FOR**  
**HEALTH PROGRAM COORDINATOR**  
**(Work base: Processing Plant, Compostela, Cebu)**

**Job Responsibilities:**

- Performs administrative duties which includes health services and program development, implementation, monitoring and evaluation, coordination
- Manage day-to-day operation of a program that is designed to improve the physical state and wellness of employees
- Maintaining health records and submits annual reports, and gives suggestions to improved conditions of worker's health.

**Qualifications:**

- Candidate should have a Bachelor's degree in Nursing or equivalent course in health care administration
- Preferably with at least 2 years professional journey level experience in health field including coordination and supervision of health programs
- Preferably with Basic Occupational Safety and Health (BOSH) Certification
- Computer Literate and proficient in MS Office Application
- Willing to work in Compostela, Cebu

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**WE'RE LOOKING FOR**  
**HR SUPERVISOR**  
**(Work base: Processing Plant, Compostela, Cebu)**

**Job Responsibilities:**

- Planning, organizing, leading and supervising human resources processes to ensure efficient operations for the organization
- Administers and coordinates human resources programs such as compensation and benefits, with a primary emphasis on employment and employee relations; communicates and interprets company human resources policies and procedures and talent acquisition
- Partners with managers to plan, analyze, and develop staffing needs and determine organizational structure

**Qualifications:**

- Graduate of AB/BS Psychology or BSBA - Human Resources Management.
- With at least 3 year experience in human resources specializing recruitment, employee relations, timekeeping and compensation and benefits and other HR facets
- With strong attention to details, decision making, planning and facilitation skills.
- Excellent oral and written communication skills
- Ability to interact professionally with employees at all levels of the organization
- Willing to work in Compostela, Cebu

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**WE'RE LOOKING FOR**  
**DEMAND AND REPLENISHMENT SPECIALIST**  
(Work base: Head Office, Cebu City)

**Job Responsibilities:**

- Plan, coordinate product distribution activities for each depot
- Reporting (Inventory, Ageing and other monitoring)
- Depot Replenishment (Creation of allocations, encoding of STAs, truck assignment/allocation)
- Coordination with Sales, Marketing, Logistics/ Warehouse, Transport and Purchasing)

**Qualifications:**

- Bachelor's degree in Industrial Engineering or any business related course (Fresh Graduates are welcome to Apply)
- Capability to multitask in a fast paced working environment
- Background or previous related experience is a plus
- Excellent ability to analyze and improve work processes; highly analytical / critical thinking skills
- Must have excellent communication, presentation and interpersonal skills;
- Intermediate knowledge in MS Excel and Other applications

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**WE'RE LOOKING FOR**  
**DIGITAL MEDIA CONTENT SPECIALIST**  
**(Work base: Head Office, Cebu City)**

**Job Responsibilities:**

- Shall be responsible in the development of an aligned Editorial Calendar across all digital channels
- Development of engaging content on the basis of scheduled topics including blog posts, social medial content, web content and other necessary digital contents

**Qualifications:**

- Bachelor's Degree in Advertising / Marketing / Communications
- With at least 1 year of experience in Digital Content Creation
- Web/Digital Savvy Professional
- Knowledgeable in MS Office Application
- Well-developed written and oral communication skills
- Must have an effective analytical and problem solving skills
- Must be accurate and detail oriented
- Fresh graduates are welcome to apply

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**WE'RE LOOKING FOR**  
**HAM SPECIALIST**  
(Work base: Head Office, Cebu City)

**Job Responsibilities:**

- The position is responsible for the sampling, bookings and collection of Christmas Hams from HORECA (Hotels, Restaurants, and Cafés) and other accounts. Chosen candidate will also be responsible in managing the Christmas Hams sales operation towards the achievement of sales plans and objectives.

**Qualifications:**

- Candidate must possess at least a Bachelor's of any field (but preferably business related degree).
- At least 1 year of working experience in selling or handling consumer goods;
- Applicants must be willing to work for 5 months;
- Willing to work in Cebu City
- Fresh graduates are welcome to apply.

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**WE'RE LOOKING FOR**  
**HAM SPECIALIST**  
**(Work base: Tacloban City)**

**Job Responsibilities:**

- The position is responsible for the sampling, bookings and collection of Christmas Hams from HORECA (Hotels, Restaurants, and Cafés) and other accounts. Chosen candidate will also be responsible in managing the Christmas Hams sales operation towards the achievement of sales plans and objectives.

**Qualifications:**

- Candidate must possess at least a Bachelor's of any field (but preferably business related degree).
- At least 1 year of working experience in selling or handling consumer goods;
- Applicants must be willing to work for 5 months;
- Willing to work in Cebu City
- Fresh graduates are welcome to apply.

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**WE'RE LOOKING FOR**  
**AREA SALES COORDINATOR**  
(Work base: Head Office, Cebu City)

**Job Responsibilities:**

- Coordinates with Merchandisers and ensures immediate reporting to Key Accounts Specialist on information involving activities or changes in the store operations of customers and moves of competitors concerning price changes; launching of new products or product lines; marketing strategies and promotions; and etc.
- Assists the Key Accounts Specialist in the formulation of marketing strategies and promotions
- Handles training of newly direct hired Merchandisers.
- Monitors the Purchase Orders (POs) of customers and ensures on time processing to meet delivery timeline.
- Coordinates with Key Accounts Specialist and/or forwarders of Logistics department of any issues affecting on-time and complete delivery of customer's orders.

**Qualifications:**

- Candidate must possess a Bachelor's degree , preferably related to Business, Marketing, Entrepreneurship or equivalent
- Excellent verbal and written communication skills
- With excellent interpersonal, negotiation, organizing and delegation skills
- Willing to work irregular working hours, weekends and public holidays (90-95% filed work)

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**WE'RE LOOKING FOR**  
**SALES SUPERVISOR**  
(Work base: Cebu City)

**Job Responsibilities:**

- The position is responsible for monitoring the activities of the distributors and van salesman and seeing to it that the distributors comply with the requirements set by the company. He will also develop strategic & tactical plans to augment distributors' sales.

**Qualifications:**

- Candidate must possess at least a Bachelor's Degree in Finance, Accountancy, Business Administration or equivalent
- Must have at least 3 years selling and supervisory experience specializing general trade accounts and other channel of distribution preferably selling fast moving consumer goods
- Knows how to drive (with valid Driver's License RC 1 2)

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**WE'RE LOOKING FOR**  
**REGIONAL SALES MANAGER – MODERN TRADE**  
**(Work base: Cebu City)**

**Job Responsibilities:**

- The position's purpose is to manage the field sales operation of the assigned regional scope of responsibility to achieve sales plans and objectives.
- Strategize regional growth, manage Area Managers, and ensure consistency in company standards across locations.

**Qualifications:**

- Graduate of any 4-year business-related course
- With at least 5 years of sales and managerial experience in FMCG (Key Accounts - Modern Trade)
- Strong communication and team management skills
- Excellent organizational skills with a problem-solving attitude
- Ability to lead and motivate a high-performance sales team
- Proficient in Microsoft Office programs (Word, Excel, and Powerpoint presentation)
- Knows how to drive (at least RC License #: 12)
- Availability to travel as needed within Visayas

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**WE'RE LOOKING FOR**  
**AREA SALES MANAGER – GENERAL TRADE**  
**(Work base: Tacloban)**

**Job Responsibilities:**

- The position's purpose is to manage the field sales operation of the assigned geographical location to achieve sales plans and objectives.

**Qualifications:**

- Graduate of any 4-year business-related course
- With at least 3 years of sales and managerial experience in FMCG (Key Accounts - General Trade)
- Strong communication and team management skills
- Ability to lead and motivate a high-performance sales team
- Proficient in Microsoft Office programs (Word, Excel, and Powerpoint presentation)
- Knows how to drive (at least RC License #: 12)
- Willing to travel within Eastern Visayas and Southern Luzon.

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