



VIRGINIA FOOD, INC.

**WE'RE LOOKING FOR A
EVENTS ASSISTANT!**

Responsibilities:

- Identifying, prioritizing, justifying and properly planning, organizing and executing Marketing engagements in external events within approved negotiated budget

Qualifications:

- Graduate of any 4 – year business related course, preferably major in Marketing, Entrepreneurship or equivalent
- Excellent communication skills both in oral and written
- Good organizational skills and keen to details
- Able to negotiate, organize and delegate and can work under pressure
- Willing to work irregular hours, weekends and public holidays (90-95% filed work)
- Enjoys working with other people
- Fresh graduates are encouraged to apply.

To apply, send us your application letter, resume and TOR (photocopy) through

E-mail: vfihhr.visayas@gmail.com

Or visit us personally at VIRGINIA FOOD, INC.

Corporate Building, Osmeña Boulevard, Barangay Sta. Cruz Cebu City

For inquiries, call: 0917-717-3043 (Look for Ms. Nikki Joy Fatima Puzon)