

**WE'RE LOOKING FOR**  
**HUMAN RESOURCE ASSISTANT, ADMIN (UNIFORM**  
**ISSUANCE)**

**(Work base: Compostela, Cebu)**

**Responsibilities:**

- Responsible for ensuring proper handling of 201 and 202 files.
- Requisition, Distribution, and safekeeping of all company uniforms.
- Company ID Issuance.
- Assist the HR Services team for other applicable functions that may be assigned.

**Qualifications:**

- Candidate must have a Bachelor's degree in Psychology or Human Resource Development Management, Accounting Information Technology, Office Administration
- Able to maintain confidentiality
- Must have the ability to multitask and work under pressure
- Must be highly organized and have strong attention to details.
- 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](mailto:hrrecruitment@virginiafood.com.ph)**

**We are located at Virginia Food, Inc. Processing Plant, Cogon, Compostela, Cebu.**

**For inquiries, call: 0917-710-7486**