

**WE'RE LOOKING FOR
HUMAN RESOURCE ASSISTANT, EMPLOYEE RELATION**

(Work base: Compostela, Cebu)

Responsibilities:

- Preparing and disseminating all Employee Relations documents as well as the safekeeping of these documents with utmost confidentiality; and
- Implementing and ensuring compliance with company policies.
- Conduct investigations related to disciplinary matters involving employees; respond to employee complaints; provide advice and guidance regarding discipline, grievances and other employee concerns.

Qualifications:

- Candidate must have a Bachelor's Degree in Psychology, Human Resource Management, or Political Science.
- Work experience handling employee relation is an advantage.
- Can work with less supervision;
- With good interpersonal skills;
- With strong and facilitation skills
- With good scholastic record;
- Fresh Graduates are welcome to apply!

To apply, send us your updated resume and TOR through

E-mail: hrrecruitment@virginiafood.com.ph

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

For inquiries, call: 0917-710-7486