

# **WE'RE LOOKING FOR TIMEKEEPER**

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

## **Responsibilities:**

- Preparation of timekeeping data for payroll;
- Monitoring of Employee's Attendance (Leave/ Absences, Tardiness, Overtime, Undertime, among others)
- Preparation of the Monthly Man-hours Report for the monthly critical report use.

## **Qualifications:**

- Candidate must have a Bachelor's degree in Management Accounting, Financial Management, Human Resource Management or any business-related courses
- Computer literate and proficient in MS Office applications specifically in Excel
- With thorough knowledge in timekeeping, payroll computation or billing processing for Agency
- Willing to render overtime work and even on holidays
- Preferably with at least 6 months to of experience in Human Resources
- 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**