

**WE'RE LOOKING FOR**  
**RETAIL STORE ASSOCIATE**  
**(Work base: Cubao, Quezon City)**

**Responsibilities:**

- Assist in the processing of charge sales transactions for our partnered E-commerce Platforms (Food Panda, Shopee, & Lazada)
- Assist in ensuring that the posting of Sales Remittances on the SIS app is as reflected on the Deposit Slip
- Assist in monitoring the movement of stocks and should ensure a proper stocking level at all times
- Assist Retail Store Specialist in maintaining the cleanliness of the outlet

**Qualifications:**

- Candidate must possess at least a Bachelor's/College Degree in Accounting or any field.
- Preferably with Sales, cashiering and inventory management experience but not necessarily required
- With good interpersonal skills;
- Willing to work in Quezon City
- Fresh Graduates are welcome to apply!

**To apply, send us your updated resume and a copy of your TOR through**

**E-mail: [vfhr.luzon@gmail.com](mailto:vfhr.luzon@gmail.com)**

**We are located at Virginia Food Inc., Room 404, JG Building, C. Raymundo Ave., Pasig City (in front of Caltex and on top of RCBC bank)**

**For inquiries, call: 09173129687**

**(Look for Ms. Yana Cariño)**