



# **VIRGINIA FOOD, INC.**

## **WE'RE LOOKING FOR A INVOICE PROCESSOR** (WORK BASE: Butuan City)

### **RESPONSIBILITIES:**

- Administering the process and generation of Invoices, Stock Transfer Advice, and Delivery Receipts in the system
- Ensuring accuracy in each fulfillment transaction

### **QUALIFICATIONS:**

- Graduate of a 4-year course preferably IT, Industrial Engineering, and Business Related courses
- Good analytical and organizational skills
- Advantage if familiar with Data Processing
- Fresh graduates are welcome to apply!

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

**E-mail: [vfihhr.northmin@gmail.com](mailto:vfihhr.northmin@gmail.com)**

**For inquiries, call: 0917-861-6428 (Globe)**

**(Look for Ms. Paula Estares)**

