

WE'RE LOOKING FOR
HUMAN RESOURCE ASSISTANT,
EMPLOYEE BENEFITS
(Work base: Compostela, Cebu)

Responsibilities:

- Assisting the daily activities of the HR Services Section;
- Facilitating employee's separation reports and documents; and
- Assisting in the correct processing and reporting of government mandatory benefits, and health accident insurances.

Qualifications:

- Candidate should have a Bachelor's degree in Psychology or Human Resource Development Management
- Flexible, result-oriented, and can work with less supervision
- Highly organized. Reliable, and detailed- oriented
- Can start ASAP
- 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