

# **WE'RE LOOKING FOR HUMAN RESOURCE ASSISTANT, TALENT ACQUISITION**

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

## **Responsibilities:**

- Responsible for the acquisition, selection, and placement of the best candidates for designated positions
- Submission of Daily Accomplishment Report and Weekly Recruitment Monitoring Report.
- Keeps proper monitoring of all manpower requisition
- Monitors and discusses the pre-employment requirements and on boarding documents until the applicant's deployment.

## **Qualifications:**

- Candidate must have a Bachelor's Degree in Psychology, Human Resource Management.
- Preferably with at least 1-year experience in recruitment or other facets of HR
- Must be keen on details and can work with less supervision
- Above average written and verbal communication skills
- With good interpersonal skills;
- With strong facilitation skills
- With a 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](mailto:hrrecruitment@virginiafood.com.ph)**

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

**For inquiries, call: 0917-710-7486**