

WE'RE LOOKING FOR
HR ASSISTANT, LEARNING AND DEVELOPMENT
(DOCUMENTS AND RECORDS MANAGEMENT)

(Work base: Compostela, Cebu)

Responsibilities:

- Functions as the official Document Controller for the entire Human Resource Department.
- Reviews and updates ISO documents, monitors the formats, sorts, files, stores, and retrieves both electronic and hard copies of files and records.

Qualifications:

- Candidate should have a Bachelor's degree in Business Administration major in Human Resource Management or Bachelor of Science in Psychology
- Preferably with background in ISO.
- Excellent in critical thinking skills and very keen to details.
- Excellent written and oral communication skills

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