

**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](mailto:hrrecruitment@virginiafood.com.ph)**

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

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