

**WE'RE LOOKING FOR**  
**ADMIN STAFF**  
**(Work base: Compostela, Cebu)**

**Responsibilities:**

- Responsible for all incoming and outgoing communications as to documents, phone calls (internal and external).
- Maintenance of all files including legal documents relating to the VP for HR and Admin; and
- Custodianship of all office supplies.

**Qualifications:**

- Candidate should have a Bachelor's degree in Office Administration or any 4 year related courses.
- Work experience in Office Administration or secretarial is an advantage.
- Computer Literate and proficient in MS Office
- Excellent in written and oral communication skills
- Must very organized and systematic.
- Keen to details and is dependable
- Integrity and confidentiality

**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**