

# WE'RE LOOKING FOR

## ***Admin Assistant***

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

### **Responsibilities:**

- Responsible for all incoming and outgoing communications as to documents, and 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 written and oral communication skills
- Must be very organized and systematic.
- Keen to details and dependable
- Integrity and confidentiality

**To apply, send us your updated resume and TOR through**

**E-mail: [vfihhr.recruitment@gmail.com](mailto:vfihhr.recruitment@gmail.com)**

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