

**WE'RE LOOKING FOR**  
**HR ASSISTANT, LEARNING AND DEVELOPMENT**  
**(Manufacturing and HR & Admin)**  
**(Work base: Compostela, Cebu)**

**Responsibilities:**

- Facilitates in the Training Preparation and Post-Administration.
- Safekeeping of Training Records, Attendance, and Training Reports.
- Monitoring the requested Learning Programs and other development activities of the Manufacturing and HR & Admin Division.

**Qualifications:**

- Candidate should have a Bachelor's degree in Business Administration major in Human Resource Management or Bachelor of Science in Psychology
- Background in ISO is an advantage.
- 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**