

WE'RE LOOKING FOR CORPORATE COMPLIANCE OFFICER

(Work base: Head Office, Cebu City)

Job Responsibilities:

- Responsible for ensuring compliance with government license and documentation requirements including importer accreditation and registration/permits processing for all offices/branches.
- Handling of property insurance, ensuring adequacy and timeliness of coverage for all company-owned properties

Qualifications:

- Graduate of any business course, preferably Accountancy or Management Accounting
- Preferably with experience in corporate documentation and government compliance requirements with the following offices – SEC, BIR, BOC, NMIS, BAI, BPI, DENR, FDA, BFAR, etc.
- Excellent organizational skills and ability to prioritize tasks
- Excellent communication both oral and written; ability to communicate to all levels of the organization
- Excellent interpersonal skills and decision-making ability
- Computer proficiency and familiarity with financial databases and spreadsheet applications

To apply: Send us your resume and a copy of your TOR through

E-mail: vfhr.finance2@gmail.com

For inquiries, call: 0917 710 6492 (Globe)

(Look for Ms. Maria Theresa M. Sanchez)