

WE'RE LOOKING FOR PURCHASING ASSISTANT

(Work base: Head Office, Cebu City)

Job Responsibilities:

- Providing technical support to the purchasing process particularly for sales and marketing's needed goods and services with specific responsibilities in processing purchasing documents, responding to related inquiries and maintaining vendor/source information.

Qualification: .

- Candidate must a graduate of any four-year Business related course (Business Administration/Economics)
- Very good communication and negotiation skills (verbal and written)
- Highly organized and detail oriented
- Skilled in MS Office Applications (i.e. Word, Excel and Power Point)
- Excellent in time-management and is organize
- Has background in procurement
- Can start ASAP!

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

E-mail: vfhrtafinance@gmail.com

For inquiries, call: 0917 145 0934 (Globe)

(Look for Ms. Ghelikka Rae M. Rondero)