

WE'RE LOOKING FOR A HUMAN RESOURCE ASSISTANT

(Work base: Cagayan de Oro City)

Responsibilities:

- Acts as company's Internship focal person who manages end-to-end internship programs with schools/universities and business partners ensuring that General Policies and Guidelines are well implemented
- Acquisition, selection, and placement of best candidate for positions under External Manpower Service Providers
- Monitoring the compliance of all External Manpower Service Providers to VFI's process in accordance to ISO Standard

Qualifications:

- Candidate should be a graduate of BS/AB in Psychology or BS in Business Administration Major in Human Resource Development
- With relevant work experience in general HR is an advantage
- Must be very good in both written and verbal communication skill
- Dependable, can multitask and works under pressure
- Must be keen to details and can work with less supervision
- Fresh graduates are welcome to apply

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

E-mail: vfihhr.northmin@gmail.com

For inquiries, call: 0917-861-6428 (Globe)

(Look for Ms. Paula Jean Estares)