

# **WE'RE LOOKING FOR**

## **Supervisor, Office and Development**

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

### **Responsibilities:**

- Planning, leading, organizing, directing, and controlling the overall operations and daily activities of the Office and Development Section
- Implement and maintain administrative processes specific to engineering, including document control, project tracking, and technical support.

### **Qualifications:**

- Candidate must have a Bachelor's degree in any Engineering course
- Must have strong analytical skills, technical skills, and exceptional leadership skills
- With strong attention to detail, decision-making, planning, and facilitation skills.
- At least 1-2 years' experience in a supervisory role in a manufacturing plant or office development facilities (required)

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

**E-mail: [ajpanud@virginiafood.com.ph](mailto:ajpanud@virginiafood.com.ph)**

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