

**WE'RE LOOKING FOR**  
**Human Resource Assistant**  
**(Work Base: Bacolod City)**

**Responsibilities:**

- Responsible for the acquisition, selection, and placement of the best candidates for designated positions and may handle other non-recruitment HR Functions in the assigned area
- Keeps proper monitoring of all manpower requisitions

**Qualifications:**

- Graduate of AB/BS Psychology or BSBA - Human Resources Management.
- With at least 1-year relevant experience in general HR is preferred
- Dependable, can multitask, and works under pressure
- Must be keen on details and can work with less supervision
- Must be very good in both written and verbal communication skills
- Willing to do field work and travel
- Fresh graduates are welcome to apply!

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

**E-mail: [vfhr.westvisayas2@gmail.com](mailto:vfhr.westvisayas2@gmail.com)**

**For inquiries, call: 0917-861-6540 (Globe)**

**(Look for Ms. Tel)**

