

WE'RE LOOKING FOR
Human Resource Assistant
(Work Base: Iloilo 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.westvisayas@gmail.com

For inquiries, call: 0917-310-3839 (Globe)

(Look for Ms. Danny)

