

**WE'RE LOOKING FOR**  
**HUMAN RESOURCE ASSISTANT, LEARNING AND**  
**DEVELOPMENT**

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

**Responsibilities:**

- Ensure the complete preparation of all pre and post-details and documents pertaining to New Hire onboarding and the effective facilitation of New Hire Orientation
- Design, plan, assist, and execute a strategic onboarding program for new hire's best experience as a new employee
- Maintain a smooth transition of new hires from orientation down to endorsement to Immediate Head for Task-Specific Skill Training Evaluation

**Qualifications:**

- Candidate should have a Bachelor's degree in Psychology or Human Resource Development Management
- Flexible, result-oriented, and can work with less supervision
- Highly organized, reliable, and possess good leadership qualities
- Fresh graduates are welcome to apply
- Can start ASAP

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

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

**We are located at Virginia Food, Inc. Processing Plant, Cogon, Compostela, Cebu.**

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