

## **HR ASSISTANT**

**(16th Floor UCPB Building, Makati Avenue, Makati City)**

**And**

**(Arimbay Plant, located at Arimbay, Legazpi City)**

Job Summary:

Responsible in administration, processing, monitoring, coordinating, and filing of all benefit claims of Head Office employees.

Qualifications:

- Graduate of any 4-year course
- With at least 6 months to 1 year job related experience
- Good communications and interpersonal skills, highly organized, trustworthy, and discreet, multi-tasking, diplomatic and objective