

JOB DESCRIPTION

Job Title:	HR Associate	Employment Status	Project-based
Reports to:	HR Manager	Job Code:	TBA
Department/Group:	Human Resources Unit	Work Location:	Ortigas, Pasig City

About Philippine Disaster Resilience Foundation (PDRF)



ABOUT THE PHILIPPINE DISASTER RESILIENCE FOUNDATION

The **Philippine Disaster Resilience Foundation (PDRF)** is the country's major private sector vehicle and coordinator for disaster risk reduction & management. Composed of a team of highly committed professionals, PDRF works with field experts and reputable humanitarian institutions to organize and coordinate private sector solutions to disaster management. As the critical link among government agencies, civil society groups and local government units, PDRF provides a systematic and holistic approach in responding to different crises from the period of preparedness to recovery.

Backed by the country's largest conglomerates, industry movers and top corporate leaders, PDRF is an embodiment of solidarity that transcends business competition and promotes the common vision to build a strong, resilient and disaster-ready Philippines.

Human Resources Unit

The HR (Human Resources) Unit is **responsible for managing the employee life cycle** (i.e., recruiting, hiring, onboarding, training, and employee exit) and administering employee benefits.)

Position Overview

The HR Associate (General HR) is responsible for evaluating, analyzing, and administering Human Resources programs to build a relationship of trust, ensuring alignment between Human Resources strategy and overall business objectives. He/She shall focus on Employee Engagement who's responsible for the development and administration of the employee engagement related programs, and employee advocacy.

Workplace Health Safety and Return to Work Responsibilities

Take reasonable care for the health and safety of oneself and others.

Adopt work practices that support our Occupational Health and Safety management system and approach.

Primary Responsibilities:

The HR Associate (General HR) is responsible to:

- Assist with evaluating, analyzing, and implementing all Human Resources activities which include, but are not limited to employee engagement and relations, compensation and benefits, talent and performance management
- Receive, process and respond to day-to-day employee concerns and coordinate with appropriate team members, as necessary
- Assist with collection, maintain, analyze, and report on various types of key Human Resources metrics to assist management in effective decision making
- Prepare documentary requirements for labor-related cases, as necessary
- Ensure maintenance of accurate and concise records and reports concerning all employee data and all phases of Human Resources processes, working within HRIS tools, in accordance with company policy and statutory/local laws
- Communicate and reinforce the Company's policies and procedures to assist in development of a high performing organization
- May help facilitate candidate selection process, as necessary
- Assisting the HR Manager in drafting HR related correspondence including but not limited to letters, reports, memos and emails;
- Supporting project work and key deliverables within the HR team;
- Undertaking research, collection and presentation of HR data;
- Providing confidential administrative support to a range of Human Resources initiatives and projects;
- Maintaining confidential documents within PDRF's corporate systems in accordance with the organization's record management procedures;
- Providing support and assistance to the HR Manager and team in reviewing and formatting procedures to corporate standards and in line with internal procedures.

- **Maintain Employee 201 Files**
 - The HR Associate organizes, updates and maintain employee files. He/She track employee progress, noting promotions, recognitions and policy violations and documenting them accordingly. Ensure that former employee files are maintained.

- **Recruitment & Talent Acquisition**
 - In order to assist with the recruitment process and talent acquisition, the HR Associate will collaborate with IT and IM units to advertise positions, identify and communicate with potential candidates, conduct interviews, perform employment verification and background checks and assist with notifying candidates with their decision.

- **Hiring Process and Onboarding**
 - Once a candidate has accepted an employment offer, the HR Associate works with the HR Manager to complete the hiring process. This includes completing and filing all hiring paperwork, educating

employees in regard to compensation, benefits and company policies and designing and implementing the orientation and training process

- **Employee-Employer Relationship**
 - Assist and support the HR Manager and act as a liaison between employer and employee, overseeing employee relations. This involves receiving and effectively handling employee complaints, escalating these complaints to the level of disciplinary or legal action when necessary, updating employees with any changes in company policy, advising supervisors on treatment of staff and company policies, responds to employee violations of policy and generally helps to resolve conflict in the workplace.
- **Oversee Employee Exit Process**
 - Facilitate the resignation, layoff, firing or departure process of employees who leave voluntarily. They conduct exit interviews and administer severance, and often they assist with firing decisions and notification of termination.

HR Clerical Functions:

- Assisting with day to day operations of the **HR** functions and **duties**.
- Providing clerical and administrative support to **Human Resources** Manager.
- Compiling and updating employee records/201 files (hard and soft copies)
- Welcomes new employees to the organization by assisting the HR Manager in conducting New Employee Orientation.
- Provides payroll information by collecting time and attendance records.
- Submits employee data reports by assembling, preparing, and analyzing data.
- Maintains employee information by entering and updating employment and status-change data.
- Provides secretarial support by entering, formatting, and printing information.
- Organizes work.
- Maintains employee confidence and protects operations by keeping human resource information confidential.

Technical Qualifications and Education Requirements

- Maintain Confidentiality
- Knowledge and experience of contemporary Human Resource practices.
- Highly developed written communication skills with capacity to prepare/draft professional correspondence, agendas, minutes, and reports.
- Experience providing administrative support including an ability to use judgement, initiative, sensitivity and confidentiality.
- Well-developed organizational and time management skills, including the ability to develop and maintain comprehensive administrative systems to manage information flow.
- Effective interpersonal and verbal communication skills, including the demonstrated ability to develop productive relationships at all levels within the organization.
- Familiarity with hiring practices and stages (screening, interview, assessment, onboarding)
- Experience in using different recruitment platforms, (i.e., social networks, 3rd party recruitment partners)

- Ability to work independently and as part of a team
- Strong organizational and time management skills
- Great attention to detail
- Problem-Solving Ability
- Strong interpersonal skills;
- Organizational and administrative skills, and ability to work under pressure and meet deadlines;
- Excellent written and verbal communication skills.
- With knowledge and experience of ISO 9001:2015

Education Requirements

- A Graduate degree in Industrial Psychology or any related discipline
- Minimum 2yrs relevant work experience

PDRF is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex and national origin.

The closing date for this posting, if listed, is approximate. Job postings may be removed from PDRF career website at any time.

Approved by: _____ Immediate Superior's Signature Over Printed Name Date: _____		Conformed: _____ Employee's Signature Over Printed Name Date: _____	
Reviewed By:	HR Unit Head	Date:	15 January 2022
Approved By:	Executive Director	Date:	
Last Updated By:		Date/Time:	