

JOB DESCRIPTION

Job Title:	HR & Recruitment 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.

Roles & Responsibilities

Summary of key functions:

- Undertake a variety of HR administrative duties and help facilitate the hiring process.

Primary Responsibilities:

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.

Recruitment:

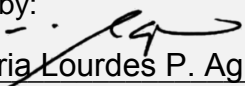
- Provide administrative support to the **recruitment** team and/or HR Manager including the day to day **recruitment** function and duties related to but not limited to the following tasks: Job Analysis, Sourcing & Profiling, Screening and Selection, Documentation & Reporting
- Coordinate hiring activities and assist in Communicating with potential job candidates.
- Undertake clerical duties (e.g. answering emails and drafting offer letters)
- Schedule interviews and keep calendars for candidates and hiring Manager.
- Assist in CV screening and initial interviews;
- Resolve issues as fast as possible (e.g. interview cancellations)
- Identify all candidates with high profiles and analyze all business requirements for organization.
- Identify appropriate sourcing channels for all profile and track database.
- Managing recruitment records including, résumés, applicant logs, and application forms.
- Process Background Checks;
- Maintain Candidate Database, Tracker, JD, Templates and other recruitment related documents;
- Issuing of Employment Contract and verifying completion;
- Issuing New Employees with pre-employment requirements and monitor compliance.

Qualifications and Education Requirements

- Graduate degree in Industrial Psychology or any related discipline
- 2-3yrs relevant work experience
- 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.

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:  Maria Lourdes P. Aguilar Immediate Superior's Signature Over Printed Name Date: 15 March 2021		Conforme: Employee's Signature Over Printed Name Date: _____	
Reviewed By:	HR Unit Head	Date:	15 March 2021
Approved By:	Executive Director	Date:	
Last Updated By:		Date/Time:	