

JOB DESCRIPTION

Job Title: HR/Admin Assistant	Unit: Human Resources
Reports To: HR Supervisor	Employment Status:
Supervises:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Project-based <input type="checkbox"/> Consultant <input type="checkbox"/> Others (specify): _____
Job Level: Rank and file	Work Location: Meralco Office
General Description: The HR/Admin Assistant supports the Human Resources department by maintaining accurate records, assisting with recruitment processes, facilitating seamless onboarding experiences, managing HR applications, supporting ISO compliance efforts, and offering general administrative assistance	
Essential Functions: <ul style="list-style-type: none"> • Support day-to-day operations of the HR department by providing clerical and administrative assistance to the Human Resources Manager. • Maintain accurate and organized employee records, ensuring compliance with confidentiality policies. • Facilitate New Employee Orientation sessions under the guidance of the HR Supervisor, ensuring a smooth onboarding process. • Prepare and manage time and attendance records, and monitor employee leave schedules. • Assist in compiling data for HR reports, ensuring accuracy and timeliness. • Collaborate with IT or vendors to troubleshoot HR app technical issues and escalate as necessary for resolution. • Assist in implementing and rolling the HR App, ensuring smooth integration and user adoption. • Serve as a primary user and point of contact for the PDRF HR App, providing technical support and guidance to employees as needed. • Assist in preparing and maintaining documentation necessary for ISO compliance, including policies, procedures, and records. • Uphold strict confidentiality in handling sensitive HR-related information. • Offer administrative support throughout the recruitment process, collaborating closely with the HR Supervisor. • Undertake clerical tasks such as responding to emails and drafting offer letters with precision and attention to detail. • Manage interview scheduling and maintain calendars for candidates and hiring managers, ensuring seamless coordination. • Promptly resolve any issues arising during the recruitment process, such as interview cancellations, to maintain efficiency. • Identify and utilize appropriate sourcing channels for diverse profiles, while meticulously tracking candidate data in the recruitment database. • Maintain comprehensive recruitment records, including resumes, applicant logs, and application forms, adhering to data privacy regulations. • Conduct thorough background checks on prospective hires, ensuring alignment with company policies and legal requirements. • Manage candidate databases, trackers, job descriptions, templates, and other recruitment-related documents, ensuring accuracy and accessibility. 	

- Facilitate the completion of pre-employment requirements for new hires and monitor compliance with company policies and legal mandates.
- Provide other administrative support tasks

Educational Background/Work Experience:

- Graduate degree in Industrial Psychology or any related discipline
- 1-2 years relevant work experience
- Familiarity with hiring practices and stages (screening, interview, assessment, onboarding)
- Working experience in using different recruitment platforms, (i.e., social networks, 3rd party recruitment partners)
- Familiarity with ISO certification requirements and procedures, enabling effective support in ensuring adherence to ISO standards within the HR department.
- Experience in using HR software systems, such as applicant tracking systems (ATS) and human resource information systems (HRIS)

Other Skills/Qualifications:

- 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;
- Uphold trustworthiness and maintain confidentiality in handling sensitive information.
- Excellent written and verbal communication skills.

Interested applicants may send their curriculum vitae and cover letter (addressed to Executive Director Veronica T. Gabaldon) to recruitment@pdrf.org.ph

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