

## JOB DESCRIPTION

<b>Job Title:</b> HR Officer	<b>Unit:</b> Shared Services (Human Resources)
<b>Reports To:</b> HR Supervisor	<b>Employment Status:</b>
<b>Supervises:</b> N/A	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Project-based <input type="checkbox"/> Consultant <input type="checkbox"/> Others (specify): _____
<b>Job Level:</b> Officer	<b>Work Location:</b> Pasig City
<p><b>General Description:</b>          The HR Officer is responsible for supporting the Human Resources Team in delivering a range of activities related to Employee Relations, Recruitment and Health &amp; Safety Management. Under the direction of the HR Supervisor, the role will assist the HR Supervisor in drafting HR related correspondence and providing advice to employees and people leaders in line with the company's Policies and Procedures.</p>	
<p><b>Key Relationships / Interactions</b>          The HR Officer requires strong working relationships in particular with the Human Resources Team. The position is also required to develop and maintain positive working relationships with all the employees all other unit members of the organization.</p>	
<p><b>Workplace Health Safety and Return to Work Responsibilities</b>          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.</p>	
<p><b>Primary Responsibilities:</b>          The Employee Relations Officer is responsible for:</p> <ul style="list-style-type: none"> <li>• Assisting the HR Supervisor in drafting HR related correspondence including but not limited to letters, reports, memos and emails.</li> <li>• Supporting project work and key deliverables within the HR team</li> <li>• Undertaking research, collection and presentation of HR data</li> <li>• Providing confidential administrative support to a range of Human Resources initiatives and projects.</li> <li>• Maintaining confidential documents within PDRF's corporate systems in accordance with the organization's record management procedures</li> <li>• Providing support and assistance to the HR Supervisor and team in reviewing and formatting procedures to corporate standards and in line with internal procedures.</li> <li>• <b>Maintain Employee 201 Files</b> –The HR Officer starts, organizes and updates employee files. They track employee progress, noting promotions, recognitions and policy violations and documenting them accordingly. They ensure that former employee files are maintained according to law.</li> <li>• <b>Recruitment &amp; Talent Acquisition</b> – In order to assist with the recruitment process and talent acquisition, the Employee Relations 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.</li> <li>• <b>Hiring Process and Onboarding</b> – Once a candidate has accepted an employment offer, the Employee Relations Specialist works with HR Supervisor to complete the hiring process. This includes completing and filing all hiring paperwork, educating employees with regard to</li> </ul>	

compensation, benefits and company policies and designing and implementing the orientation and training process.

- **Employee-Employer Relationship** – Assist and support the HR Supervisor 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** – Facilitates the 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.
- **Employee Relation**
  - Maintaining employment policies.
  - Managing employment tribunal cases.
  - Managing issues such as long-term absence.
  - Advising the HR team in dealing with employee relations issues and maintaining good relations.
- **HR Clerical Functions**
  - Assisting with day to day operations of the HR functions and duties.
  - Providing clerical and administrative support to Human Resources Supervisor.
  - Compiling and updating employee records/201 files (hard and soft copies)
  - Welcomes new employees to the organization by assisting the HR Supervisor 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 Supervisor 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.

**Educational Background/Work Experience:**

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

**Other Skills/Qualifications:**

- Familiarity with hiring practices and stages (screening, interview, assessment, onboarding)
- Experience in using different recruitment platforms, (i.e., social networks, 3<sup>rd</sup> 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.

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

For more job postings, visit [www.pdrf.org/join-us/](http://www.pdrf.org/join-us/)

**About the Philippine Disaster Resilience Foundation**

The Philippine Disaster Resilience Foundation (PDRF) is the country's major private sector vehicle and coordinator for disaster resilience. As an alliance of businesses dedicated to building the disaster risk management capabilities of the private sector in the country, PDRF aims to contribute to the sustainable development and the general welfare of the Filipino people. For more information, visit <http://www.pdrf.org>