



JOB DESCRIPTION

ORGANIZATIONAL FUNCTION:

- Partners with Operations in implementing strategic, retention tools and activities.
- Coordinates with various units on the implementation of programs, actions, policies and procedures that have direct impact with the company.
- Manages business' compliance to company systems and policies.
- Drive company initiatives that contribute to long-term operational excellence within the scope of People and Culture.
- Manage complex and difficult P&C projects cross-functionally.
- Formulate and implement departmental & organizational policies and operational plans & procedures to maximize output.
- Builds a strong business relationship with the business handled to discuss issues, concerns and updates.
- Creates strategic hiring plans balancing with resources (Effectivity and Efficiency).
- Oversee and manage the implementation of Policies and Practices to ensure that its execution is strictly observed by all Leaders.
- Provides recommendation to other businesses assessments on Internal posting.
- Mediates on issues arising from member to leader relationships and other professional relationships within WSP.
- Liaises with third-party providers to ensure goal attainment on specific projects or tasks.
- Updates all organizational reports to DOLE ERS or to other channels assigned by the DOLE.

EMPLOYEE RELATIONS:

- Ensures compliance with different government institutions.
- Implements programs and planned out strategies for governmental compliance.



- Formulate and implement company culture, values, policies and procedures across all departments.
- Provides counseling to team members to reduce organizational and personal goal gaps.
- Represent the company in labor cases and ensure that all details of cases are consulted with corporate legal counsel.

LEADERSHIP:

- Designs and Implements updates and modifications in People and Culture operational standards.
- Coaches and Mentors People and Culture personnels towards performance of roles, divisions of tasks.
- Ensures compliance of assigned and/or PnC Personnels and Businesses to all P&C programs and initiatives.
- Monitor team performance, attendance, productivity, etc. and ensure that SLAs are regularly met.
- Recommends training and/seminars to ensure technical and personal growth of PnC personnels.

Adhoc:

- Reports to Admin/Local Manager for administrative needs.
- And other possible projects that may be implemented for organizational and/or departmental (PnC) improvement.

JOB SPECIFICATIONS:

- Must have at least 3 years of in-depth experience in different facets of HR especially Recruitment, Relations, Engagement.
- Must have good understanding and knowledge of the Labor Code including OSH.
- Must be a graduate of any HR courses or any synonymous courses.
- Candidates must have good comms skills.
- Supervisory experience is recommended but not required.