

JOB DESCRIPTION

- Reports directly to the CEO and Executive Vice President /General Manager/ Head Of Operation – Asia.
- Assists top and line management in achieving the company's objective of fostering harmonious relationship with its human resources.
- Oversees activities in selection and recruitment of competent people and provide them with opportunities for advancement and self-development.
- Formulating policies and programs that will serve the requirements of the company and administer the same fairly to all employees.
- Provide technical services such as but not limited to counseling and coaching, and assistance to the operating management in relation to their personnel functions in promoting satisfactory work environment.
- Formulate and implement the training and development system of the company to uplift its human resource competence and productivity.
- Sees that all employees are treated equally and fairly in the application of company policies, rules and regulations and in services rendered to them.
- Helps effect organizational changes and development to achieve the company's goal and objectives.
- Prepares the department's budget (execution, midterm plans) and analyze actual results.
- Conceptualize and formulates cost savings measures for the department to support the company in achieving the IBT set by the corporate.
- Concurs request of payments, petty cash vouchers, and ensure that all financial transactions of People and Culture are in accordance with the existing policies and procedures.
- Regularly coordinates with association related to People and Culture functions, DOLE and other related government agencies to ensure the company's activities are within legal boundaries.



- Regularly coordinates with the company's service providers likewise monitors and evaluates their performance.
- Regularly reports accomplishments, plans, and operating activities during Manager's meetings.
- Develops and Implements New Hire Orientation procedures and instructions, and assists in development and implementation of corporate training activities.
- Manages all company wide activities and corporate events.
- Performs other tasks that may be assigned from time to time.

JOB SPECIFICATIONS:

- Candidates must have at least 7 years of Solid Human Resources experience.
- At least 2 years of Management experience on the same field.
- Candidates must also possess a strong foundation in all facets of HR.
- Candidates must have strong organizational skills.
- Must have good communication skills.
- Adept in counseling and mentoring.