

HR MANAGER JOB DESCRIPTION:

- Reports directly to the General Manager.
- 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 implements the training and development system of the company to uplist 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 departments budget (execution, midterm plans) and analyze actual results.
- Conceptualize and formulates cost savings measure 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 HRAD are in accordance with the existing policies and procedures.
- Regularly coordinates with association related to HR 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 evaluate their performance.
- Oversees HRAD staffs activities including monitoring and evaluation of their performance.
- Regularly reports accomplishments, plans, and operating activities during Managers meeting.
- File necessary reports associated with HRAD administrative activities.
- Develops and Implements New Hire Orientation procedures and instructions, and assist 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