



<https://decastroconsulting.ph/careers/hr-associate/>

HR Associate

Description

- As an HR Associate at De Castro Consulting, you will be tasked to handle numerous facets of HR and be responsible to assist the HR Manager in internal and external HR concerns, with a heavy focus on recruitment.

Responsibilities

- Assists the HR Manager in all work-related functions and projects.
- Sourcing and communicating with potential job candidates.
- Contacting candidate references for confirmation and verifying education listings.
- Managing HR records including, résumés, applicant logs, and employee form.
- Issuing employment contracts and verifying completion.
- Issuing new employees with enrollment documents and/or other requirements necessary.
- Conducting employee orientations and participating in weekly departmental and/or company meetings.
- Explaining employee benefits in accordance with the law and the employee's contract.
- Responding to HR-related queries within the company.
- Maintaining employee confidentiality and security of sensitive information.
- Assisting with the distribution of training material and assisting in facilitating training.
- Performs tasks as required and requested by the Senior Management.
- Assisting in concerns about HR Audit services as well as HR retainer services.

Qualifications

- Bachelor's degree in Human Resources, Behavioral Science or other programs related.
- 1-2 years of experience in Human Resources (Employee Engagement, Compensation & Benefits, Employee Relations)
- Professional Certification can be a plus. (CHRP, HRCI PHR, aPHR, etc.)
- Vigorous Interpersonal and Communication Skills.
- Profound knowledge of Employment Laws and Regulations.

Job Benefits

Health Insurance
13th Month Pay

Contacts

Email: hr@decastroconsulting.ph

Employment Type

Full-time

Job Location

Metro Manila, Philippines

Working Hours

9:00 AM – 6:00 PM

Date posted

October 18, 2024