

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