

Human Resource Manager

(National Capital Reg - Makati)

Responsibilities:

- Acts as an advisor to team leads and team members in the functional area assigned, developing strong rapport, visibility, trust and involvement. Routinely participate in Management meetings and planning sessions, helping integrate business strategies into different functional activities in order to proactively support business needs and advance OD initiatives.
- KRA: Organizational Development, Change Management, Culture Building & Training Design, Employee Engagement Activities, Compensation and Benefits and Labor Relations
- Job Responsibilities:
 - Identify relevant culture building interventions, guidelines, processes, procedures, policies and systems that facilitate the realization of business objectives
 - Initiate and spearhead various activities that would define, develop, promote and maintain Organization's culture
 - Facilitate and check the Organization's pulse by undergoing planning, development, evaluation sessions for teams and organization.
 - Design organization structures, define the required organization and position competencies and facilitate its implementation
 - Facilitate competency based manpower planning, recruitment
 - Update and implement a relevant performance management and rewards system
 - Manage the Competency based career and succession planning system to ensure continuous development of quality team leads and members
 - Handles employee grievances, disciplinary actions according to the company and labor standards

Requirements:

- Skills:
 - Excellent communication skills, capable of top-down communication levels in the company
 - Strong leadership skills.

- Motivated goal achiever, sound consulting skills and decision-making skills.
- Excellent problem solving and conflict resolution / negotiation skills.
- Strong interpersonal, organizational, and analytical skills.
- Requirements:
 - At least 5 years managerial experience in human resource management in a small or medium-sized organization
 - Degree Holder in Human Resources / AB Psychology - optional
 - Knowledge of competency-based performance management
 - Preferably from the services sector (not manufacturing).