	HR Assistant Job Description		Document Number: JD-SS-05.02
	Department: Human Resources	Effective Date: October 19, 2015	Revision No 0

I Reason for Existence

Under the close supervision of the Human Resources Manager, an HR Assistant assists in the day-to-day operations of the human resources functions and duties. She is responsible in administering tests, scheduling appointments, conducting orientation and maintaining employees' records and information.

II Immediate Leader

Reports to the Human Resource Manager.

III Duties and Responsibilities

1. Maintain personnel record and ensuring timely and accurate records by regularly updating employees' information.
2. Process, verify, and maintain documentation relating to personnel activities such as staffing, recruitment, training, grievances, performance evaluations, and classifications.
3. Handle inquiries from employees regarding human resources issues, rules and regulations relating to human resources management received through telephone and/or mail and resolved employees' promptly.
4. Explain employee benefits and general terms and conditions of employment to employees and department representatives; conduct initial employee orientation for purposes of ensuring appropriate complete of payroll and benefits documentation.

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5. Process personnel action forms and maintains personnel records to ensure timely performance evaluation and appropriate actions.
6. Maintain eligible candidate list by providing names of eligible to department heads upon receipt of approved manpower requests.
7. Plan and coordinate recruitment and selection; prepare job announcements and advertisements; notify candidates of application/employment status; prepare certification lists.
8. Provides administrative support to the department by preparing letters, memorandum, and other correspondences related to assigned human resources programs and activities.
9. Interview job applicants to obtain and verify information used to screen and evaluate them.
10. Handles other functions that may be assigned by the management from time to time.

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IV Minimum Qualifications

1. Graduate of any 4-year business course
2. Proficient in both oral and written communication
3. Computer literate, knowledgeable in MS Office tools
4. Good interpersonal skills
5. Proficient in problem solving and multitasking

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