	<b>Human Resource Coordinator</b>		<b>Document Number:</b>  JD-SS-05.04
	<b>Job Description</b>		
	<b>Department:</b> Human Resource	<b>Effective Date:</b> May 22, 2017	<b>Revision No</b> 0

## I Reason for Existence

Under the close supervision of the Human Resource (HR) Manager, an HR Coordinator helps in the company's in the day-to-day operations of the human resources functions and duties. He/she is responsible in sourcing candidates, scheduling appointments, administering interviews, conducting orientation, record-keeping and employee benefits.


## II 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.
5. Process personnel action forms and maintains personnel records to ensure timely performance evaluation and appropriate actions.

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6. Maintain eligible candidate list by providing names of eligible to department heads upon receipt of approved manpower requests.
7. Plan and coordinate recruitments 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, memoranda, 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. Liaise with other departments on training schedule and or general HR activities.
11. Perform any other function as assigned by his/her immediate leader.

### III Minimum Qualifications

1. Graduate of four (4) year Human Resources related course
2. Required skill(s): Interpersonal, computer, communication, analytical, problem solving, multi-tasking, organizational
3. Required language (s): English, Filipino
4. Considerable knowledge of principles and practices of personnel administration

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