

JOB DESCRIPTION

Position:

SENIOR HR & ADMIN OFFICER

Job grade: A2

Report to:

Senior HR & Admin Officer reports to Senior Group Manager – HR & Admin, or other delegated position.

Job Overview:

The Senior HR & Admin Officer effectively and actively handle daily activities related to personnel issues at the assigned campus and for the purpose of retaining satisfaction of internal clients.

Responsibilities and Duties:

Human Resources:

- Be a representative of HR & Admin Department to support Head of School at campus in an effective way;
- Manage professional communications and announcements aimed at keeping staffs informed of key updates;
- Conduct investigations and administer progressive discipline policy and procedures as directed by Line Manager;
- Record and respond to staffs' enquiries in a professional and timely manner, or escalate the issue and propose proper solutions to Line Manager;
- Consult and provide timely advices to Manager or higher level for the purpose of compliance with labour laws, school and HR policies;
- Control employee time sheets/attendance and consolidate other payroll-related documents;
- Prepare and timely export periodical and ad-hoc reports to DOET, DOLISA, Social Insurance and other authorities;
- Process declaration and claim procedures of sickness, maternity, convalescence to Social Insurance authorities;
- Annually coordinate across operation department to collect information and consolidate the final and approved leave plan and follow-up unplanned annual leave;
- Regularly input, maintain and keep up-to-date the staff database and employee information;
- Handle document processing for personnel changes in the company upon request (promotion, termination, transfer, salary adjustment, disciplinary measure...);
- Follow up staff performance appraisal; renewal of labour contracts, promotion, allowances and other monetary benefits;
- Maintain, update HR records (electronic and hard copies) and handle filing in a professional and careful manner;
- Prepare service and employment offers/contracts;
- Handle applications for expat formalities (work permit, TRC, visa, etc.)
- Handle recruitment for assigned positions and support the team in other recruitment activities;
- Be in charge of logistics for training activities;
- Monitor check-in procedures and deliver induction to ensure new comers feel welcome on their first date;
- Facilitate departure process of voluntary resignation, which involves exit interviews or other informal discussions;
- Liaise with local authorities to prepare administrative formalities (school opening, registrations) and relevant reports;
- Take main role of administrative tasks for staff events (year-end party, school trip, etc.) and in gift-giving seasons;

And other tasks assigned by Line Manager.

Qualifications:

Education:

- University degree in Human Resources, Business Administration or relevant major
- English fluency, strong communication both verbal and written
- Microsoft office literacy, especially Excel

Experience:

At least three-year-experience at similar role. Familiarized with social insurance and expat formalities (work permit, visa, TRC).

Skills:

- Problem solving
- Good written and oral communication skills
- Time management
- Teamwork

Personalities:

- Detail-oriented
- Willing to learn
- Can-do attitude

Others:

Professional appearance

Job Holder's Signature: _____ Date: _____

Direct Manager's
Signature: _____ Date: _____

Senior Group Manager –
HR& Admin's Signature: _____ Date: _____