



PAREF SOUTHRIDGE SCHOOL

NOW HIRING!!!

Position: HR Officer/Manager

Job Description:

Oversees the programs, systems, policies, and operations of the various functions of the Human Resource Department such as talent management, compensation & benefits, employee relations, training & development and records management.

Qualifications:

- Bachelor's Degree in Human Resource Management/Psychology or any related course
- Post graduate degree / certificates on Human Resource Management is an advantage
- With at least five year experience in Human Resource Management, preferably in a school setting
- In-depth knowledge of government rules and regulations on mandated compensation & benefits, employment & labor practices and other compliance related laws
- Experience and ability in crafting and implementing policies, programs strategic plans, succession plans, salary scale & administration, performance management system, and Human Resource Information System (HRIS)
- Excellent communication, interpersonal, problem solving, negotiating and organization development skills
- Ability to navigate and use technology (e.g. computer programs, multimedia, and digital platforms/applications etc.) is an advantage
- Has good moral character and is able to maintain high level of confidentiality and professionalism
- Openness to professional development & character formation is a plus

Make a difference and be a part of this School of Character & Excellence! A comprehensive and competitive compensation package awaits applicants.

Interested applicants may email their application letter and resume to hr@parefsouthridge.edu.ph or send it to PAREF Southridge School, West Service Road, Hillsborough Subdivision, Alabang, Muntinlupa City.

“Forming Men of Integrity”