



Job Description Human Resource Department

Certification of Agreement

This is to certify that I entirely agree and accept the content of this Job Description. I further certify that the contents were fully discussed and explained to me by my immediate supervisor/manager. Finally, I certify that I allow the company to use this Job Description in the evaluation of my performance in the company.

Printed Name and Signature of Employee/ Date:

JADE MATA 7/28/29

Printed Name and Signature of Supervisor/Manager/ Date:

MARISHKA IRIS ARCILLA 7-28-29

Prepared by:	Noted by:	Recommending Approval	Approved by:
Marishka Iris Arcilla	Ramelyn Castanares	Alfredo Camarilla, Jr.	Jay Gissing

Duties and Responsibilities

Specific Tasks:

1. Update the information in HRweb such as but not limited to the following:
 - a) Employment status (Regular)
 - b) Personal information
 - c) Marital Status
2. Maintaining updated curriculum database and training records of employees
3. Prepare and discuss the probationary contract and Non-Disclosure Agreement (NDA)
4. SSS Enrollment of new hires:
 - a) Update the SSS tracker make sure all the details of new hires are correct and complete esp. SSS #
 - b) Follow up employees who has discrepancies in their SSS details w/c results to SSS enrollment error.
5. Follow-up Pre- Employment Requirements:
 - a) Receive and update the tracker and file the hard copies on their 201 file immediately.
 - b) Send an email to ER team for employees who failed to submit the requirements on the given deadline.
6. Assist new hire of the TIN registration.
7. Update Philhealth of the new employees by:
 - a) Update Philhealth tracker
 - b) Prepare and fill out the Er2 form
 - c) Endorse the form to the accounting personnel for them submit in Philhealth office
 - d) Processed Er2 and updated MDR will be emailed to hr@iploy.com
8. Prepare and email the Interview Assessment Form (IAF) to the client.
9. Provide Employee Relations (ER) the list of employees who are non-compliant with Pre-Employment Requirements.
10. Collaborate with ER for new policies to include in the onboarding kits and NHO discussion.
11. Email HRweb manual and credentials to new hires and the Blacklisted Clinics and Physicians.
12. Upload in the HRweb and file in the 201 folder the IAF, Resume and Job offer documents.
13. Update PEME results of new hires in the tracker:
 - Follow-up employees who have pending medical exams or those who has additional tests need to take
 - Follow up Prime care to any delay of delivering the PEME results
 - Endorse w/ Class B and C to the Clinic
14. Prepare the 201 folders of new hires/reprofiled employees to be assigned in ACCT and endorse to ACCT.
15. Respond to onboarding@iploy.com email but not limited to requirements, company ID and access card concerns/queries of employees.

Shared Tasks:

1. Conducts NHO if necessary **(if there will be additional new hires on Wednesday)**
2. Update onboarding tracker:
 - a) Pre-employment Requirements & onboarding forms
 - b) Pull-out 201 Folder of Inactive Employees and endorse to ER Specialist assign in Montage
 - c) Phil health Enrollment
 - d) SSS Registration
 - e) TIN registration
3. Update front desk tracker for any items/documents receive/released
4. Scan and upload the 201 files in HRweb
5. Assist in Engagement activities and preparation.
6. Performs other related duties that may be assigned by immediate head from time to time.



POSITION TITLE: Onboarding Specialist		
NAME OF INCUMBENT:		
DEPARTMENT / SECTION: HR		
REPORTS TO (Title of Immediate Supervisor): HR Manager		
CLASSIFICATION: Entry Level I-E		
JOB CATEGORY: <i>Please check box</i>	<input checked="" type="checkbox"/> Clerical / Administrative	<input type="checkbox"/> Technical / Individual Contributor
	<input type="checkbox"/> Supervisory	<input type="checkbox"/> Managerial / Director
WORK SCHEDULE <i>Please check box</i>	<input type="checkbox"/> Morning	<input checked="" type="checkbox"/> Night Shift
	<input type="checkbox"/> Mid Shift	<input type="checkbox"/> Others
SITE ASSIGNMENT <i>Please check box</i>	<input checked="" type="checkbox"/> One Montage	<input type="checkbox"/> MSY
	<input type="checkbox"/> ACCT	<input type="checkbox"/> Others, please specify
JOB PURPOSE / KEY ROLE: <i>(Reason for position's existence; a summary of your functions, no more than 3 sentences.)</i>		
The Onboarding Specialist is responsible for organizing, streamline process, and oversee the onboarding process for new hires. Onboarding specialists typically communicate company and job details to the new hires. Basically, the responsibilities of the onboarding specialist include helping new hires learn the company policies, showing new hires their job duties, scheduling start dates for new hires, and gathering the necessary paperwork/onboarding kits.		
TYPE OF SUBORDINATES SUPERVISED: <i>Please mark box</i>		
<input type="checkbox"/> VP / GM	<input type="checkbox"/> Managers	<input type="checkbox"/> Other Exempts
<input type="checkbox"/> Directors / Senior Managers	<input type="checkbox"/> Supervisors	<input checked="" type="checkbox"/> N/A
# OF DIRECT REPORTS and STAFF (Write N/A if not applicable): NONE		
NATURE OF INTERACTION: <i>Check the levels of interaction required for the position inside and outside the department. Check all that apply.</i>		
Mark Box	Interaction	
<input checked="" type="checkbox"/>	Inform/Contact/Transmit ----- <i>the most basic level of communication skill needed</i>	
<input checked="" type="checkbox"/>	Affect/Coordinate/Compromise - <i>where cooperation is required</i>	
<input checked="" type="checkbox"/>	Convince/Follow up/Sell ----- <i>where influence is necessary</i>	
<input checked="" type="checkbox"/>	Conciliate/Negotiate/Overcome – <i>where diverse groups are involved</i>	
<input type="checkbox"/>	Craft strategic alliances ----- <i>where strategic deals need to be cut / forged</i>	
MINIMUM REQUIREMENTS for the POSITION:		
Education (Preferred education level)	Certification/ Other Skills Required	Experience (Equivalent job experience substituted for degree)
<ul style="list-style-type: none"> • Any four (4) year course 	<ul style="list-style-type: none"> • Proficient in utilizing Microsoft Office programs (Outlook, Power Presentation, Excel, and Word). • Excellent organizational skills including ability to prioritize and coordinate multiple tasks. • Excellent written and verbal communication skills including professional phone etiquette. • Excellent interpersonal skills with the ability to effectively interact with internal and external business partners and staff at all levels. • Able to coordinate assigned projects to a successful completion with little or no supervision. • Responds promptly to shifts in direction, priorities, and schedules. • Uses sound judgment and problem resolution skills, often makes decisions in supervisor's absence. • Proficiency in documenting processes and keeping up industry trends • High -energy driven, articulate and friendly personality with a customer service mindset. 	<ul style="list-style-type: none"> • At least 6mons-1yr experience in admin job