



Job Description Human Resource Department

POSITION TITLE: Engagement Associate/Admin Staff		
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"/> Supervisory	<input type="checkbox"/> Technical / Individual Contributor <input type="checkbox"/> Managerial / Director
WORK SCHEDULE <i>Please check box</i>	<input type="checkbox"/> Morning <input type="checkbox"/> Mid Shift	<input checked="" type="checkbox"/> Night Shift <input type="checkbox"/> Others
SITE ASSIGNMENT <i>Please check box</i>	<input checked="" type="checkbox"/> One Montage <input type="checkbox"/> ACCT	<input type="checkbox"/> MSY <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 Engagement Associate/Admin Staff is responsible for supporting engagement activities and providing administrative support to ensure smooth operations within the company. This role requires excellent organizational and communication skills, as well as the ability to work collaboratively with various departments.		
TYPE OF SUBORDINATES SUPERVISED: <i>Please mark box</i>		
<input type="checkbox"/> VP / GM <input type="checkbox"/> Directors / Senior Managers	<input type="checkbox"/> Managers <input type="checkbox"/> Supervisors	<input type="checkbox"/> Other Exempts <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"> Bachelor's degree in Business Administration, Human Resources, or a related field is preferred. 	<ul style="list-style-type: none"> Excellent organizational and multitasking skills, with the ability to prioritize tasks effectively. Strong communication and interpersonal skills, with the ability to interact professionally with employees at all levels. Proficient in Microsoft Office Suite and experience using HR software or tools is a plus. Attention to detail and a commitment to maintaining confidentiality. Ability to work well both independently and collaboratively within a team. Flexibility to adapt to changing priorities and handle multiple projects simultaneously. 	<ul style="list-style-type: none"> Proven experience in engagement activities, event planning, or related roles.



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Duties and Responsibilities

Specific Tasks:

1. Assist in planning, coordinating, and executing engagement activities, such as team building events, company celebrations, employee recognition programs, including but not limited to approved monthly activities, Anniversary Party, Sportsfest, & Year-End Party.
2. Coordinate and communicate with vendors, venues, and other third-party providers for engagement-related events.
3. Contribute to the design and implementation of engagement initiatives and programs that align with the company's culture and values.
4. Provide administrative support to the engagement team, including scheduling meetings, managing calendars, and preparing meeting materials.
5. Maintain accurate records and databases related to engagement activities, employee feedback, and event attendance.
6. Assist in the creation and distribution of internal communications related to engagement efforts.
7. Collaborate with the HR department to ensure employee participation and engagement in company-wide initiatives.
8. Handle general administrative tasks, such as answering phone calls, managing correspondence, and organizing office supplies.
9. Support other administrative functions as needed, including assisting the HR Manager with recruitment and onboarding activities/tasks including but not limited to the following:
 - 9.1 Inputs information into the HR systems (HRWeb) for new hires. .
 - 9.2 Registers the new hires in HRweb biometrics. .
 - 9.3 Assist in preparing and labelling 201 folders of new hires.
 - 9.4 Receives pre-employment requirements and endorse the same to Onboarding Specialist for tracking. .
 - 9.5 Assists in uploading requirements in the HRWeb (softcopy) including but not limited to Job offers and Employment Contracts then files the hard copy to its 201 folders.
 - 9.6 Provides office tour to new hires.
 - 9.7 Allocates lockers for new hires and regularly update the locker tracking system.
 - 9.8 Creates birthday artwork and email it to the individuals celebrating their birthdays.
 - 9.9 Propose a dish and organize the data for estimating the expected quantity of Friday's food. .
 - 9.10 Arrange the timetable for the pre-employment medical examination of newly hired employees and refer them to our affiliated clinic.
 - 9.11 Provide support to newly hired staff with the authentication process of the Notarial Book.
 - 9.12 In the absence of Front desk/Admin Staff in ACCT, the Engagement/Admin Staff will take over the task need to accomplish within the day.
10. Performs other related duties that may be assigned by immediate head from time to time.

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:

CHRM
 CHARM MARINA CAINGLES 8/28/23

Printed Name and Signature of Supervisor/Manager/ Date:

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