



Job Description Human Resource Department

POSITION TITLE: Onboarding Specialist		
NAME OF INCUMBENT: Roqlyn Silverado		
DEPARTMENT / SECTION: Employee Services Section		
REPORTS TO (Title of Immediate Supervisor): HR Manager		
JOB CATEGORY: <i>Please check box</i>	<input checked="" type="checkbox"/> Clerical / Administrative <input type="checkbox"/> Supervisory	<input checked="" type="checkbox"/> Technical / Individual Contributor <input type="checkbox"/> Managerial
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
JOB PURPOSE / KEY ROLE: <i>(Reason for position's existence; a summary of your functions, no more than 3 sentences.)</i>		
<p>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.</p>		
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"> Preferably a Bachelor's degree holder in Human Resource Management, Psychology, Social Science/Sociology or equivalent 	<ul style="list-style-type: none"> Solid communication skills (verbal and written) An ability to handle sensitive and confidential information Excellent interpersonal skills Adept in using MS Office applications High-energy driven, articulate and friendly personality with a customer service mindset Proficiency in documenting processes and keeping up with industry trends. 	<ul style="list-style-type: none"> Proven work experience as an HR Onboarding Specialist or in a relevant HR role for at least 1yr



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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:

ROGLYN SILVERADO / 05-25-22

Printed Name and Signature of Supervisor/Manager/ Date:

MARICHA DEL ROSARIO / 05-25-22

Prepared by: MARICHA DEL ROSARIO	Noted by: <i>[Signature]</i>	Recommending Approval	Approved by:
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