

**HR Business Partner / Generalist | Office-based (Ortigas)**

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Company: Staff Domain Inc.

Location: india

Category: other-general

**Job Description**  
**Job Summary:**To support HR department in ensuring smooth and efficient business operations, the HR generalist will have both administrative and strategic responsibilities helping us to plan and administer important functions, such as staff administration services (day-to-day operations), employee relations and benefits.  
**Job Description:**Assist in developing and executing personnel procedures and policies, providing guidance and interpretation for business operations  
Participate in development of HR objectives and systems, including metrics, queries, and standard reports for ongoing company requirements  
Assist in administering benefits, engagement, and employee performance programs  
Suggest new procedures and policies to continually improve efficiency of the HR department and organization, and to improve employee experience  
Ensure legal compliance of HR state, regulations and applicable employment laws, and update policies and/or procedures as required  
**Daily and Monthly Responsibilities**  
Prepare paperwork, schedule, and facilitate smooth new hire onboarding process, coordinating with cross-functional departments to deliver an exceptional first-day experience  
Handle all administrative tasks for onboarding, new hire orientation, and exit interviews, including entering data into HR information systems and auditing for accuracy and compliance  
Provide an effective and dedicated HR advisory service to employees in relation to absence and health issues, conduct and capability, grievance matters, organizational change, and all other employee-relations matters  
Be the primary backup for payroll processing, including semi-monthly updates to employee files, bonus/incentive pay, tracking vacation/sick leaves, importing expense reimbursements, inputting exceptions, and benefit changes  
Assist in the

communication and upkeep of employee handbook, employee directory, and organizational chart, and contributes to the development of policies. Requirements/ Skills needed: Bachelor's degree in related field At least 5 years as HR Generalist and preferably in a BPO or Shared Services environment Experience with HRIS systems a plus (i.e., SuccessFactors) Strong knowledge and experience using MS Office apps (PowerPoint, Word, Excel) Excellent verbal and written communication skills Strong presentation and facilitation skills Strong analytical and problem-solving abilities Additional Job Details: Set-up and Location: Office-based (Ortigas, Pasig City) Work Schedule: 9:00 AM-6:00 PM (AEST) | 7:00 AM-4:00 PM (PH Time) Employment Type: Full-time All interviews and other hiring requirements are done virtually or through video calls or emails. OPEN TO ALL – Earn Up to PHP 5,000 for Each Referral (NON-TAXABLE), even if you're not an employee! Refer here: <https://jobs.staffdomain.com/refer-a-mate/> To discover further details about why we are the #SmartPlaceToGrow and the perks and benefits you will enjoy, please explore additional information about our organization below or visit our careers Website at: <https://www.staffdomain.com/careers/>

Requirements/ Skills needed: Bachelor's degree in related field At least 5 years as HR Generalist and preferably in a BPO or Shared Services environment Experience with HRIS systems a plus (i.e., SuccessFactors) Strong knowledge and experience using MS Office apps (PowerPoint, Word, Excel) Excellent verbal and written communication skills Strong presentation and facilitation skills Strong analytical and problem-solving abilities Additional Job Details: Set-up and Location: Office-based (Ortigas, Pasig City) Work Schedule: 9:00 AM-6:00 PM (AEST) | 7:00 AM-4:00 PM (PH Time) Employment Type: Full-time All interviews and other hiring requirements are done virtually or through video calls or emails. OPEN TO ALL – Earn Up to PHP 5,000 for Each Referral (NON-TAXABLE), even if you're not an employee! Refer here: <https://jobs.staffdomain.com/refer-a-mate/> To discover further details about why we are the #SmartPlaceToGrow and the perks and benefits you will enjoy, please explore additional information about our organization below or visit our careers Website at: <https://www.staffdomain.com/careers/>

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