



**ANGELES ELECTRIC CORPORATION**

## **JOB DESCRIPTION**

**POSITION TITLE:**

**HRD CLERK**

**JOB OBJECTIVE:**

- To provide administrative support to the company through clerical work to ensure the effectiveness and timeliness of delivery of HRD services.
- To provide able assistance in the implementation of human resource programs, policies, systems and procedures on staffing and recruitment, employee training and development, employee relations, compensation and benefits, health and safety and compliance with governing laws.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Receives, refers and directs promptly and appropriately all incoming calls and correspondence requiring due actions;
2. Responds knowledgeably to HR related queries within the company;
3. Assists in the reproduction, distribution and filing of memoranda and information materials to all units in the Company to ensure proper and timely dissemination of information.
4. Ensures the files are managed through proper filing and updating procedures;
5. Attends promptly to the needs of the employees through the issuance of:
  - a. leave forms;
  - b. requisition forms for medicines; and
  - c. referral slip for dental services.
6. Keeps self up-to-date with latest information on requirements and benefits from Social Security Services (SSS), PhilHealth, Pag-IBIG and other related agencies and institutions;
7. Provides a timely preparation and/or assistance to employees in accomplishing documents and other requirements for availment of benefits from the company and institutions such as SSS, PhilHealth, Pag-IBIG and Bureau of Internal Revenue (BIR);

8. Makes official trips to coordinating agencies or institutions, banks and other offices to deliver or pick up important documents and/or conduct assigned transactions;
9. Adheres to established company and HRD procedures;
10. Ensures adherence to, implements and enforces the company's Code of Conduct;
11. Ensures adherence to, implements and enforces the company's Safety Code;
12. Prepares and submits adequate reports as may be required from time to time;
13. Performs other tasks that may be assigned from time to time;
14. Performs other tasks inherent to the position;

**JOB SPECIFICATIONS/QUALIFICATIONS:**

**Education** : Graduate of a 4-year College Course

**Experience** : At least one (1) year of clerical work

**Competencies** : Basic:

- People skills
- Written and verbal communication skills
- Organizational skills, ability to easily access and store various data and information on a daily basis
- Confidentiality, ability to handle confidential and sensitive information
- Results orientation
- Innovation and initiative
- Adaptability
- Empathy, friendly and professional demeanor
- Attentiveness
- Honesty

Functional:

- Organizing and Scheduling
- Interpersonal skills
- Analytical
- Knowledge of database software, email systems, and office

software.

- Presentation and reporting skills

**WORKING CONDITIONS and PHYSICAL DEMANDS:**

An eight-hour duty in a well-ventilated office that requires the use of computer, telephone and other office equipment; may be required to perform fieldwork