

HR Assistant (Benefits Administration)

Job Description

Benefits Administration

- Oversee the HMO Customer Care Representatives with the administration of employee and their dependents' accounts
- Manage the administration of the Insurance and Retirement Plans of the company
- Process company and government-related benefits such as Education Reimbursements, SSS Maternity and Sickness Benefits in a timely manner and liaise with the company messenger, as needed
- Conduct benefits orientations to new hires and provide guidance to employees regarding their queries in relation to company and government-related benefits
- Handle corporate communications when there are updates to the company's benefits package
- Work with Payroll with the quarterly tracking of different teams' social budgets
- Maintain trackers and generate reports, as needed

Employee Engagement Initiatives:

- Preparation and issuance of Certificates of Employment, Endorsement Letters and other documents requested by employees
- Record-keeping and ensuring employee information are updated in the company HRIS
- Provide administrative support and manpower during company events and activities
- Other related tasks and duties which may be assigned from time to time

Qualifications

- Candidate must possess at least a Bachelor's/College Degree , Human Resource Management, Business Studies/Administration/Management, Psychology or equivalent.
- Excellent oral and written English communication skills
- Strong stakeholder management/customer orientation and inter-personal skills
- Highly organized, attentive to details and able to multi-task
- Responsible, can work with minimum supervision and able to handle confidential information
- Preferably knowledgeable and has experience in processing government-related benefits/transactions
- Willing to work in either our McKinley or Cubao office
- Willing to work mid shift, overtime or adjust work schedule, as needed
- 1 Full-Time position available

You can send your updated resume through email at Recruitment.MNL@sterlingts.com or you can come as walk in applicants between Mondays to Fridays, 1pm – 5pm at McKinley, or every Wednesdays, 1pm – 5pm at Cubao. We are located at the 5th Floor of Science Hub Tower 4, McKinley Hill, Taguig City (near Enderun Colleges and Venice Piazza) and at the 4th Floor of Araneta Cyberpark Tower 1, Cubao, Quezon City (across SM Cubao and Novotel).

**GET A CHANCE TO WORK WITH YOUR FRIENDS! START AND BUILD YOUR CAREER TOGETHER!
BRING-A-BUDDY ONCE YOU APPLY AND YOU CAN WIN A REFERRAL BONUS ONCE YOU BOTH GET
HIRED!!!**

HR Assistant (Recruitment)

Job Description

- Create an important first impression of Sterling Talent Solutions to applicants
- Post job advertisements, source candidates from various channels, screen resumes, perform interviews
- and schedule applicants
- Set up applicants on Psychometric assessments
- Conduct effective phone and face-to-face interviews and shortlist candidates for final/technical interviews
- Coordinate with other departments for the completion of applicants' internal background checks
- Assist in the new employee/onboarding process
- Assist in the submission of recruitment-related reports as needed
- Participate in coming up with effective sourcing and branding strategies
- Assist in the exit management and benefits administration tasks
- Organize, file and audit employee files
- Other related duties as assigned

Qualifications

- Must possess at least a Bachelor's/College degree in Psychology, Human Resource Management,
- Behavioral Science or equivalent
- Must have excellent verbal and written English communication skills
- 1 to 2 years of work experience in Recruitment is an advantage
- Able to respond personally or thru email and assist candidates with their needs promptly and accurately
- and escalate issues outside of the scope of this position
- Adaptable to change; Able to stay calm in stressful situations and think on the spot
- Has high attention-to-details and multi-tasking ability
- Enthusiastic and highly self-motivated; can work with minimum supervision
- Able to maintain professionalism and handle confidential information
- Able to work with all level of the organization and meet deadlines
- Willing to work on mid shift
- Willing to work overtime and adjust work schedule as needed

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Payroll Assistant

Job Description

- Maintain and update personal employee information including BIR forms
- Process employee payroll bank accounts including coordination with the bank representative
- Prepare timesheets of employees
- Prepare attendance/payroll reports
- Maintain and track employee leave balances
- Prepare schedule of monthly remittance to the SSS, Philhealth, Pag-ibig Fund and BIR for payment

Qualifications

- Candidates must possess at least a Bachelor's Degree in Accountancy and Management Accounting.
- Candidates must be willing to work in McKinley Hill, Taguig City.
- Candidates must at least be knowledgeable with general accounting principles and relevant computer applications (e.g. Microsoft Excel).
- Candidates who have above average written and oral English communication skills, good organizational skills and very good attention to detail skills are preferred.
- Must be familiar with government regulations on wages and taxes
- Should have excellent attention to detail & ability to multitask
- Good decision-making, analytical and organization skills
- Has professional attitude

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VERIFICATIONS SPECIALIST

Job Description

- Provide client care and respond to inquiries
- Analyze database for accuracy and completion
- Investigate and confirm reference credibility
- Update reference contact information within database
- Contact HR departments to obtain a comprehensive employment verification
- Contact Records Department of schools and conduct background screening services by verifying education details
- Conduct reference interviews to examine and verify applicants' general performance in their previous work
- Update database and complete verification report
- Other duties as may be required

Qualifications

- Candidate must possess at least a Bachelor's/College Degree in ANY FIELD
- Degree holders of medical-related courses as well as those who completed at least 2 years in college must have at least 1 year BPO experience in order to qualify
- Fresh graduates are welcome to apply
- Excellent oral and written English communication skills
- Typing speed of at least 35 WPM
- Strong attention to detail and listening skills
- Willing to work at McKinley Hill, Taguig City and/or Cubao, Quezon City
- Willing to work in the night shift

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