

Location	Arimbay Plant
Position	PLANT HR
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Responsible for planning, organizing, and directing the activities of Plant HR/Admin. 2. Responsible for formulating, administering, and implementing Company policies and programs, recruitment, promotions, and movements of CIIF Oil Mill Plant. 3. Handles the manpower planning, budgeting and recruitment of the plant's manpower requirement. 4. Coordinates with training consultants for employee's training needs and programs.. 5. Performs Labor Relations functions. 6. Responsible in the implementation of Recruitment Selection and Placement Policy 7. Conducts orientation seminars to new employees to ensure awareness of the Company's policies, rules, regulations, and culture/style occasionally
Education	Graduate of BS in Psychology or any business/behavioral science course
Skills Required	Good communications and interpersonal skills, highly organized, trustworthy, and discreet, multi-tasking, diplomatic and objective.
Others	With 6-10 years of job-related experience
Job Type	Permanent, Regular
Job Level	Non-Officer
Rate	Php36,619.00