

HUMAN RESOURCES & ADMIN GENERALIST

What do we do?

HOPE was founded in 2012 with one Mission: to provide Filipinos with an easy way to vote with their peso about what was important to them. As an Impact Company, and the country's 1st B Corp, we put Education at the forefront of our movement, building much needed public school classrooms through the sale of Hope in Bottle water. In 2016, we branched out into Agriculture interventions which would help secure the livelihood for thousands of smallholder farmers through the Hope in a Coconut campaign in partnership with the world's leading coconut water brands.

Most recently in 2019, we created the Plastic Credit Exchange which works with game changing companies to sustainably neutralize their plastic footprints to promote Environmentally responsible consumption and to make sure that we are working towards a safer, cleaner planet. All of these efforts come together to deliver on what we at HOPE promise – a movement leveraging the power of people to achieve great things Together.

What is the role?

As our Human Resources and Administration Generalist, you play a critical role in both building our team and enabling the smooth operations of our organization. You will be responsible for managing all aspects of our human resources and our office culture. This includes:

- Recruitment
 - Development of a referral network and talent pipeline;
 - Manage all Recruitment channels;
 - Onboarding and offboarding;
- Compensation and Benefits
 - Manage attendance and timekeeping reports, government regulatory and statutory requirements, and company benefits administration;
 - Maintain and monitor employee information (e.g. 201 file maintenance and safekeeping, staffing report updates, leave management)
- Employee Engagement and Culture
 - Create programs that will positively influence corporate culture and to ultimately retain talent;
 - Develop engagement plans that include activities designed to build company culture;
- Answer employees' queries on HR-related issues;
- Provide administrative support to All HOPE.

Who are we looking for?

We are looking for motivated and detail-oriented candidates, who have exceptional multi-tasking, communications and relationship management skills as well as a passion for the HOPE mission.

- Candidate must have completed a Bachelor's Degree in Psychology, Human Resource Management, Business, or any related courses;
- Must have at least 3 to 5 years of work experience in human resources, employee engagement, administration; HR Generalist experience in a Shared Services industry is an advantage;
- Must be excited to work independently in a fast-paced and entrepreneurial environment;
- Must have excellent communication, presentation and interpersonal skills.

Interested? Contact us to learn more!

Send us your resume, tell us about yourself and why you would be excited to join our team. You may reach us at: careers@generationhope.ph.

