



Role Description

Role Title:	HR Manager
Reports to:	Managing Director
Supervises:	None

ROLE SUMMARY	The HR Manager will lead all aspects of human resource management, ensuring that NTMI attracts, develops, and retains top talent. This role will focus on creating a people-first culture that aligns with NTMI's core values of Care, Aspire, and Nurture while supporting organizational goals.
NON-NEGOTIABLES	The ideal candidate possesses the following: <ul style="list-style-type: none">• Has a genuine intention to help other people through the work that s/he is capable of doing.• Is humble and is always willing to "work on the ground" to get tasks done.• Can work independently and strives for great results all the time.• Assumes new or different work assignments and schedules willingly.• Is trustworthy• Has the drive to learn more and improve to contribute better to the team.• Willing to train and mentor younger team members.• Can comply with written and/or agreed processes and policies but can confidently raise issues noted to help for improvement.
SPECIFIC DUTIES AND RESPONSIBILITIES	Recruitment & Onboarding: <ul style="list-style-type: none">• Develop and execute effective recruitment strategies to attract top talent.• Manage end-to-end hiring processes, including interviews, offer negotiation, and onboarding.• Create a welcoming and impactful onboarding experience for new team members. Performance Management: <ul style="list-style-type: none">• Implement and oversee performance appraisal systems.

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	<ul style="list-style-type: none"> • Provide coaching and guidance to managers on employee performance and development. • Identify and implement strategies to enhance employee engagement and productivity. <p>Learning & Development:</p> <ul style="list-style-type: none"> • Assess training needs and create professional development plans for employees. • Organize workshops, training sessions, and other development initiatives. <p>Policy Development & Compliance:</p> <ul style="list-style-type: none"> • Update and enforce HR policies to ensure compliance with labor laws and regulations. • Address employee concerns and grievances in a fair and timely manner. <p>Compensation & Benefits:</p> <ul style="list-style-type: none"> • Oversee payroll and benefits administration, ensuring accuracy and compliance. • Benchmark and propose competitive compensation packages. <p>Culture & Employee Engagement:</p> <ul style="list-style-type: none"> • Foster a positive, inclusive workplace culture aligned with NTMI's mission and values. • Plan and execute employee engagement activities to promote team cohesion and morale. <p>HR Data Management:</p> <ul style="list-style-type: none"> • Maintain accurate employee records and manage HR metrics for reporting and analysis. • Use data insights to inform HR strategies and decisions.
<p>QUALIFICATIONS</p>	<ul style="list-style-type: none"> • Bachelor's degree in Human Resources, Business Administration, or a related field. • Proven experience as an HR Manager or similar role, preferably in a growing organization. • Strong knowledge of labor laws, HR best practices, and compliance requirements. • Excellent interpersonal, communication, and organizational

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	<p>skills.</p> <ul style="list-style-type: none">• Ability to handle sensitive information with confidentiality and professionalism.• Experience in designing and implementing HR strategies that align with company goals.
WORKING CONDITIONS	Onsite

Send your CV and cover letter to hr@numbersthatmatterph.com

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