



Philippine Nutri-Foods Corporation

A subsidiary of the  Nutrition Center of the Philippines

Launchpad Coworking in 214-215, Commercenter, East Asia Drive corner Commerce Avenue Filinvest Corporate City, Alabang, Muntinlupa City 1781

Telephone nos.: 0917-123-8627/ 0917-119-9341/ 0917-123-5532

Website: www.npc.org.ph

Email address: pnfcinfo@nutrifoods.com.ph

JOB DESCRIPTION

Position Title : HR & Admin Manager

Employment Type: Full-time

Salary: 35K to 40K

Work set up: WFH

Job Summary

The HR & Admin Manager will be responsible for the day-to-day management of Philippine Nutri-foods Corporation's HR operations and remote administrative support. This role is a blend of people management including recruitment, employee relations, and compliance while maintaining a high-performing virtual workplace, ensuring seamless digital communication, and managing company assets and compliance from a remote environment.

Key Responsibilities

1. HR Management

- **General Support and Functions:** Act as the first point of contact for all general HR inquiries. You will triage questions regarding company policies, benefits, and workplace tools, ensuring every employee receives a timely and helpful response.
 - Responsible for providing high-level support to both employees and management, ensuring that HR services are delivered efficiently in a remote environment.
 - Facilitate smooth cross-departmental communication, manage vendor relationships, and handle the "ad hoc" logistical challenges that arise in a virtual set up, acting as a versatile problem-solver for the entire organization.
 - Drafting, updating, and distribution of the Employee Handbook, Code of Conduct and Standard Operating Procedures (SOPs) to ensure the remote workforce is always aligned with current company standards.
 - Responsible for ensuring that the organization's virtual work environment meets all legal, regulatory, and internal policy standards. You will act as the gatekeeper for remote work ethics, data security protocols, and statutory labor requirements. Mitigate operational risks by ensuring that all remote employees adhere to the company's digital "Code of Conduct" and that the organization remains fully compliant with evolving labor laws in a distributed work setting.
 - Support the special project assigned by PNFC's general manager
- **Recruitment:** Maintains a high-standard remote culture across the full employee lifecycle, ensuring every interaction reflects the company's values and safeguards its reputation and



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interests.

- Manage the entire hiring funnel, including strategic sourcing, digital screening, and conducting rigorous behavioral interviews to gauge technical expertise and cultural alignment.
- Collaborate with department heads to design and implement technical exams to ensure we are hiring "pros" capable of managing evolving market demands.
- Ensure new hires are integrated into our digital ecosystems and feel connected to the team immediately.
- Manage the "exit" phase of the employee lifecycle by conducting professional exit interviews and ensuring all documentation and asset retrievals are handled in a compliant and respectful manner.
- **Compensation And Benefits Administration:** Monitor the timely administration of payroll, government-mandated benefits, and company-specific incentives. Ensure all remote-work allowances and bonuses are accurately processed by the Finance department.
 - Act as the lead liaison for all statutory agencies such as SSS, PhilHealth, Pag-IBIG. Oversee the timely filing of contributions and facilitate the processing of employee loan applications and benefit claims.
 - Serve as the primary point of contact for payroll-related inquiries, coordinating closely with Finance to resolve employee concerns promptly and transparently.
 - Partner with Finance to calculate and process final pay for exiting employees. Ensure severance computations are compliant with labor laws and released within the mandated legal timeframe.
 - Regularly manage and update the company's total rewards suite, ensuring it addresses the evolving needs of a remote workforce.
 - Conduct regular reviews of industry standards and salary trends to ensure the company's compensation packages remain competitive and attractive to top-tier talent.
- **Engagement:** Serves as the primary driver of workplace morale and organizational connectivity in our virtual environment.
 - Design and lead a variety of remote and in person engagement activities to maintain employee morale and mental well-being.
 - Develop and manage wellness programs tailored to the remote experience, addressing challenges such as burnout, and the importance of work-life boundaries.
 - Develop rewards and recognition programs, ensuring that individual achievements and milestones are celebrated publicly and consistently across the organization.
- **Employee Relations & Culture Partner:** serves as the primary advocate for both the company and its people to resolve workplace disputes and grievances ensuring a fair, transparent, and harmonious work environment.
 - You will manage the complexities of human interactions through digital channels, acting as a mediator, and compliance expert.



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- You will ensure that remote work guidelines are applied consistently and that all disciplinary actions are handled with due process and documentation.
- You will support the **evaluation** review process, helping managers deliver constructive feedback and develop Performance Improvement Plans (PIPs).
- You will conduct objective internal investigations into reports of misconduct, harassment, or policy violations, ensuring complete confidentiality.
- You will identify systemic issues such as communication silos or burnout and work with leadership to implement cultural corrections.
- **Timekeeping and Attendance:** Manage the digital infrastructure used to track work hours, leaves, and productivity logs.
 - Ensure that attendance records are 100% accurate, compliant with labor regulations, and seamlessly integrated with payroll, providing a transparent and fair system that accounts for the flexibility of remote work while maintaining organizational discipline.
 - Oversee the daily operation of the company's HRIS or time-tracking software.
 - Ensure that all absences are properly documented, approved by supervisors, and updated in the system in real-time.
 - Identify patterns of over-utilization (to prevent burnout) or under-utilization of leaves, providing reports to help managers optimize remote productivity.
 - Ensure that all hours worked, including overtime (if applicable), comply with local labor laws.
 - Guide employees and managers on remote-work etiquette, "official time" expectations, and the proper procedure for filing manual time adjustments.
 - Prepare and transmit final, validated attendance and leave reports to the finance-payroll team, ensuring that all deductions or additions are based on verified data.
- **Performance Management & Optimization:** responsible for designing and maintaining a high-performance culture across our virtual organization.
 - Lead the administration of the company's performance evaluation system (PACES) and assist managers in defining clear, measurable Key Performance Indicators (KPIs) tailored for remote and in person roles.
 - Provide tools and training to managers on how to deliver effective, empathetic feedback via digital channels.
 - Monitor and analyze performance data to identify high-potential talent and areas of concern.
 - Guide managers through the Performance Improvement Plans (PIP) process, ensuring that interventions are constructive, well-documented, and compliant with labor standards.
 - Identify skill gaps within the remote workforce and collaborate with leadership to suggest targeted training or development opportunities that align with performance goals.



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- **Records & Data Privacy:** Responsible for the end-to-end management of the employee lifecycle documentation, from digital onboarding files to offboarding clearances.
 - Ensure that all records are organized, easily retrievable, and strictly compliant with *Data Privacy Acts*, providing a secure foundation for HR audits, payroll verification, and legal protection.
 - Establish and maintain a comprehensive, cloud-based filing system such as but not limited to Google Drive and HRIS. Ensure that every employee has a complete digital 201 file containing signed contracts, IDs, and performance records and other pertinent documents.
 - Act as the primary enforcer of data privacy protocols. Ensure that sensitive information such as medical records, salary details, and home addresses is accessible only to authorized personnel and protected against data breaches.
 - Conduct regular internal audits of employee records to ensure 100% completeness and accuracy.
 - Manage the retention and disposal of records in accordance with legal requirements. Oversee the transition of "active" files to "archived" status upon an employee's exit, ensuring final clearances are permanently recorded.
 - Maintain a centralized repository of updated company policies, memos, and SOPs. You will ensure that all version-controlled documents are accessible to the remote workforce.
 - Maintain an updated registry of company assets (laptops, equipment) assigned to remote employees, linking these to their individual personnel files.

2. Administration

- **Asset & Equipment Management:** Oversee the procurement, inventory, documentation and lifecycle management of company assets such as but not limited to laptops, mobile devices, and office equipment. Responsible for the coordination of the delivery, repair, and retrieval of company-issued laptops and equipment to employees' homes.
- **Travel & Field Coordination:** Manage the end-to-end logistics for travel, including the processing of approved Travel Orders (TOs), transportation arrangements, and accommodation bookings. Ensure all travel is within budget and properly coordinated with Finance for timely fund releases.
- **Vendor & Facility Management:** Act as the primary point of contact for external service providers, lessors, and utilities. Negotiate contracts, monitor service quality, and ensure timely payment processing for office-related expenses or remote service subscriptions.
 - Canvass suppliers and coordinate with service providers regarding concerns or requirements.



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- Monitor and request monthly payments for utilities, subscriptions, and credit card accounts (BDO/BPI/SB).
- Process billing and ensure timely payment of utilities and other operational expenses.
- Reconcile Statements of Account (SOAs) for proper filing and payment tracking.
- Maintain and regularly update:
 - Credit Card Expenses Tracking Sheet
 - Globe Monthly Billing Sheet
 - Flight Booking Monitoring Sheet
 - Mail Tracking Sheet (Launchpad)
- **Workspace Admin:** Manage subscriptions and user access for corporate tools.
- **Logistical Support for Events:** Provide administrative support and assistance for company events, training, and meetings. This includes securing venues (when necessary), managing food, and other logistical aspects of events.
- **Procurement & Supplies:** Manage the requisition process for office supplies, equipment and project-specific materials. Implement a system for tracking requests to prevent wastage and ensure that field personnel have the tools they need on time.
- **Liaison & Messenger Services:** Supervise and coordinate messenger/courier tasks for the delivery of important documents, assets, or government filings, ensuring a reliable "paper trail" for all physical transitions. Screen and respond to emails, phone calls, and other inquiries.
- **Quality records and Document Control:** Responsible for the systematic management, distribution, and archiving of all official company documents.
 - Prevent the use of obsolete information, manage the lifecycle of technical and administrative records, and ensure that the company is always "audit-ready" for internal or external inspections.
 - Responsible for the "Internal Distribution" of updated manuals to ensure all departments are working from the same set of instructions.
 - Create and maintain a comprehensive Master List of all active documents, including SOPs, policies, manual, workflow and procedures.
 - Facilitate the routing of new or revised documents to the appropriate stakeholders.
 - Maintain the cloud-based document repository.
 - Assist in the preparation and management of Board meetings and corporate documents, such as Secretary's Certificates and Board Resolutions.
- **Expense & Budget Tracking:** Serves as the primary link between HR/Admin operations and the Finance team.
 - Oversee the internal process for fund requests. You will review and validate requests for travel allowances, event budgets, or equipment purchases before they are endorsed to Finance for final release.
 - Coordinate with external vendors example: couriers, suppliers and service providers and request for payment



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- Oversee the end-to-end payment cycle for corporate credit cards and ensure accurate expense allocation.
- **Regulatory and Legal Coordination**
 - Assist in processing and renewal of permits, licenses, and accreditations for NCP and its subsidiaries.
 - Assist with FDA/LTO applications or renewals and coordinate with the Regulatory and Quality Assurance Officer.
 - Assist with the renewal of Bureau of Customs Certification and coordinate with the Importation Officer.
 - Coordinate with external legal counsel for all legal matters involving the company and its subsidiaries.
 - Prepare and process expense reports, invoices, and other financial documents in coordination with Finance.
- **Inventory Management**
 - Monitor and maintain inventory of assets, office supplies, equipment, and materials.
 - Coordinate issuance and return of office equipment, ensuring proper documentation.
 - Maintain inventory records for MR (Memorandum of Receipt) and AR (Acknowledgement Receipt) for issued items.
 - Conduct annual inventory audits to ensure accuracy and accountability.
 - Coordinate with suppliers for procurement and delivery of inventory items.
 - Ensure proper storage, labeling, and organization of physical inventory in the Warehouse.
- **Project Management (Steering Committee)**
 - Strategic direction and alignment with organizational goals
 - Resource allocation and resolving inter-departmental conflicts
 - Monitoring project health and performance against milestones
 - Coordination with external stakeholders and sponsors

REQUIREMENTS/ QUALIFICATIONS:

Educational & Professional Background

- Education: Bachelor's Degree in Human Resources Management, Psychology, Business Administration, or a related field.
- Experience: At least 3–5 years of experience in a dual HR and Administrative role

Technical Requirements (Hard Skills)



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- Labor Law Expertise: Strong knowledge of local Labor Codes, DOLE regulations, and statutory benefits (SSS, PhilHealth, Pag-IBIG).
- Google Workspace Mastery and other applicable Tools: Advanced proficiency in Google Sheets, Google Drive, Google Forms and other applicable platforms
- Payroll & Benefits: Experience in end-to-end payroll processing, benefits and timekeeping.
- Records Management: Ability to maintain a "Single Source of Truth" for employee 201 files, company contracts and other pertinent documents.
- Procurement: Experience in office/warehouse management and vendor negotiations.
- Project Management

Behavioral & Leadership Competencies (Soft Skills)

- Discretion & Ethics: High level of integrity when handling confidential employee data and payroll information.
- Conflict Resolution: Ability to mediate disputes with a neutral, "firm-but-fair" approach.
- Adaptability: Comfortable transitioning from high-level HR planning to hands-on administrative tasks
- Proactive Communication: Ability to translate complex company policies into simple, understandable language