



JOB DESCRIPTION

POSITION TITLE: HR AND ADMIN ASSISTANT

REPORTING RELATIONSHIPS

ACCOUNTABLE TO: LAS CASAS GAMING INC.

REPORTS TO: MARIA CELERINA GALLARDO III

Role Overview:

The HR and Admin Assistant is responsible for managing various administrative and human resources tasks within the organization. This role emphasizes on administrative duties while also supporting basic HR functions like recruitment and employee relations. The HR and Admin Assistant ensure efficient office operations and compliance with company policies.

Job Description:

1. Maintain 201 files and PAGCOR Gel Requirements
2. Assists in providing support for essential HR functions, systems, and processes.
3. To support the daily HR activities by HR policies, processes and relevant documents.
4. Handle all kinds of employee queries and grievances, disputes, and memos
5. Assisting with the onboarding of new hires
6. Will spearhead in preparing/organizing company events.
7. Process documentation and prepare reports relating to personnel activities (contracts, performance evaluations, etc.)
8. Provide general administrative support, including answering phone calls, responding to emails, and filing documents.
9. Procurement of office and admin supplies
10. Assisting with the onboarding of new hires
11. Assisting and arranging business travels for employees and visitors
12. Work closely with building admin for any concern
13. Provide relevant data for payroll processing (OB, OT, and LEAVE)
14. Communicate & coordinate with all related department regarding relevant admin activities.

Qualifications and Skills:

- Must have a bachelor's degree in Psychology, Human Resources, or any related courses.
- Proficiency in MS Office (Word, Excel, PowerPoint).
- Excellent communication and interpersonal skills.
- Ability to handle confidential information with professionalism and discretion.
- Strong attention to detail
- Well organized and able to coordinate multiple tasks and projects at the same time

Prepared by:

STEPHANIE JANE GUIAS

HR and Admin Assistant

Approved by:

LEO A. BARROSA

President

Reviewed by:

MARIA CELERINA GALLARDO III

Vice President for Operations

Received by:

Employee



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