
JOB DESCRIPTION

POSITION TITLE: ADMIN/HUMAN RESOURCES HEAD

REPORTING RELATIONSHIPS

ACCOUNTABLE TO: LAS CASAS GAMING INC.

REPORTS TO: MARIA CELERINA GALLARDO III

ROLE OVERVIEW:

The Administrative and Human Resources Head is responsible for overseeing administrative operations and human resources functions within the gaming company. They play a crucial role in ensuring the smooth running of day-to-day operations while also nurturing a positive work environment conducive to employee productivity and growth.

KEY RESPONSIBILITIES:

1. Administrative Management:

- Develop and implement administrative policies, procedures, and systems to streamline operations.
- Manage office supplies, equipment, and facilities to ensure a conducive work environment.
- Oversee administrative staff and delegate tasks as necessary to ensure efficient operations.
- Coordinate with other departments to facilitate cross-functional collaboration and support company-wide initiatives.

2. Human Resources Management:

- Develop and implement HR strategies aligned with the company's goals and culture.
- Manage the recruitment and selection process, including job postings, screening resumes, conducting interviews, and making hiring decisions.
- Onboard new employees and facilitate orientation programs to ensure a smooth transition into the company.
- Develop and administer employee benefits programs, including health insurance, retirement plans, and wellness initiatives.
- Handle employee relations matters, including conflict resolution, disciplinary actions, and performance improvement plans.
- Conduct training and development programs to enhance employee skills and knowledge.
- Manage employee performance appraisal processes and provide feedback to support career development.
- Ensure compliance with employment laws and regulations and maintain accurate employee records.

3. Culture and Employee Engagement:

- Foster a positive and inclusive work culture that values diversity, equity, and inclusion.
- Organize team-building activities, social events, and recognition programs to boost employee morale and engagement.
- Act as a liaison between employees and management to address concerns and promote open communication.

QUALIFICATIONS AND SKILLS:

- Bachelor's degree in Business Administration, Human Resources, or a related field.
- Proven 5 years of experience in administrative management and human resources roles, preferably in the gaming or technology industry.
- Strong understanding of employment laws, regulations, and best practices.
- Excellent communication, interpersonal, and leadership skills.
- Ability to handle sensitive and confidential information with discretion.
- Proficiency in HRIS (Human Resources Information System) and other relevant software applications.

Prepared by:**STEPHANIE JANE GUIAS**

Legal, HR & Admin Assistant

Approved by:**LEO A. BARROSA**

President

Reviewed by:**MARIA CELERINA GALLARDO III**

Vice President for Operations

Received by:

Employee