



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.



Las Casas Gaming, Inc.

7th Floor, Victoria Sports Tower EDSA,
Kamuning Brgy, South Triangle, Quezon City

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:

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Approved by:

LEO A. BARROSA

President

Reviewed by:

MARIA CELERINA GALLARDO III

Vice President for Operations

Received by:

Employee