## **Admin/HR (with Personal Motorcycle)**

### **Compensation & Benefits**

1. **Basic Salary**
   * PHP 20,000 – 25,000 per month (depending on experience and qualifications).
   * For example, if your basic salary is PHP 20,000, the performance bonus could be PHP 4,000 when targets are met.
2. **Performance Bonus**
   * Calculated at **20% of the basic salary**.
   * If your basic salary is PHP 20,000, the bonus is approx. PHP 4,000; at PHP 25,000, it’s approx. PHP 5,000.
   * The company has **full discretion** over the bonus. If performance targets are not met, the bonus may be reduced or canceled.
3. **Allowances & Reimbursements**
   * **Housing Allowance**: PHP 2,000 per month.
   * **Transportation Allowance**: PHP 1,000 per month.
   * **Meal Allowance**: PHP 1,000 per month.
   * **Motorcycle Maintenance**: A fixed PHP 500 per month (no extra receipts required).
   * **Fuel Reimbursement**: Motorcycle fuel costs are reimbursed based on actual trips and mileage, with valid receipts or documentation.
4. **13th Month Pay**
   * A **13th month salary** is provided, in accordance with company policy and local labor regulations.
5. **Government Benefits**
   * In line with Philippine law, we provide mandatory contributions such as SSS, PhilHealth, and Pag-IBIG.
6. **Growth Opportunities**
   * Engage in multiple business fronts, including cross-border commerce, trade, food ventures, and media promotions;
   * Collaborate closely with local teams, gaining broad exposure and professional development.

## **Position Summary**

**Location**: On-site at our Philippine office in Westgrove place malate manila (**strictly no work-from-home**).

We are expanding our operations and looking for an Admin/HR professional who owns a motorcycle and can handle both administrative and human resource tasks, including running errands using their personal motorcycle.

### **Key Responsibilities**

1. **Administrative Tasks**
   * Purchase office supplies, maintain asset records;
   * Coordinate general office and administrative affairs to ensure a smooth work environment;
   * Liaise with government agencies and suppliers to process required documents or permits;
   * Use personal motorcycle to perform off-site tasks such as document delivery, procurement, and in-person coordination.
2. **Human Resources**
   * Manage recruitment, onboarding, and exit processes; maintain HR records;
   * Implement attendance, leave, and compensation policies;
   * Organize staff training and team-building activities, fostering a positive work culture.
3. **Logistics & Support**
   * Oversee various support needs, such as vehicle scheduling, administrative inventories, or driver coordination;
   * Coordinate with external vendors or service providers to ensure all back-office operations run smoothly.

*(Additional responsibilities can be added if needed.)*

### **Qualifications**

1. **Education & Experience**
   * College diploma or higher, preferably in Administration, HR, or a related field;
   * 1–2 years of admin or HR experience; familiarity with Philippine labor regulations is a plus.
2. **Language Proficiency**
   * Must be **fluent in English** (spoken and written);
   * Must be **proficient in Tagalog** as well;
   * Knowledge of other local dialects is a plus, but not required.
3. **Skills & Competencies**
   * Solid understanding of recruitment, attendance tracking, payroll basics, and employee relations;
   * Capable of learning and handling local administrative procedures quickly.
4. **Personal Motorcycle**
   * Valid driver’s license;
   * Able to handle administrative errands (deliveries, pickups, purchases) via personal motorcycle efficiently and responsibly.
5. **Personal Attributes**
   * Strong communication and coordination skills, detail-oriented, able to multitask;
   * High sense of responsibility, proactive, able to work under pressure;
   * Adaptable in a multicultural environment, collaborative mindset.

## **How to Apply**

**Depending on where you see this job ad**:

* **If on Facebook**: Please send us a message directly through our official Facebook Page. Include your CV/resume, and indicate the position you’re applying for (Admin/HR + Motorcycle).
* If on JobStreet or other job sites: Kindly email your CV/resume and any relevant documents (including your driver’s license) to [].

We look forward to welcoming you onboard, helping us grow in the Philippine market and expanding our operations across multiple sectors!