

HR Manager (BPO)

Pampanga



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BASIC JOB INFORMATION

Location	Pampanga (onsite) – with relocation assistance
Work Experience	At least 10 years
Job Type	Full Time
Salary Package	Php 100,000 – 200,000

Primary responsibility: The incumbent will take charge of HR functions at a country/business level and work collaboratively with the global HR network to ensure a cohesive approach to Talent Acquisition, Compensation and Benefits, Learning and Development, Organization Development, and Employee Relations.

Requirements:

- Bachelor or Master's degree in HR or related field
- at least 10 years of HR experience, with a demonstrated track record in a senior HR leadership position, ideally within a BPO or multinational organization.
- extensive regional experience, including the application of employment legislation, HR processes, and best practices within the relevant jurisdictions.
- experience in relocation and expatriate management is a plus
- Professional accreditation such as CIPD, AHRI, an advantage

Responsibilities:

- Develop and drive effective HR strategies aligned with Group and business priorities.
- Anticipate and address organizational and people challenges for improved performance.
- Lead end-to-end recruitment to attract and retain top candidates.
- Act as a trusted advisor to the leadership team, providing strategic HR expertise.
- Manage talent and succession planning for business continuity.
- Oversee HR shared services and information systems.
- Ensure HR services, documentation, and compliance.
- Implement local culture and engagement plans, promoting well-being and diversity.
- Provide leadership and guidance to the HR team, fostering professional development.
- Drive company values at the country/business level.
- Coach and manage HR professionals for compliance and efficient resource utilization.
- Partner with leaders on organizational changes and job evaluation.
- Manage end-to-end HR functions and champion best practices.
- Stay updated on legislation and ensure compliance.
- Review and approve manpower submissions for head office approval.
- Anticipate and address business challenges with effective HR solutions.
- Monitor and review compensation and benefits for equity and competitiveness.

Note: Relocation assistance is provided to candidates residing outside Pampanga

Email your updated resume to careers@saigecorp.com.