



PEOPLE & CULTURE ASSOCIATE

Want to be part of one of Australia's leading & innovative technology companies? Here is your chance!

Realtair is a fast-growing Australian software company in the Philippines providing high-quality and innovative business solutions in the real estate industry. Here, we provide a dynamic and agile work environment for motivated individuals who want to build their careers while having fun and enjoying the various perks that the company offers.

At Realtair, our people are at the core of what we do. They are at the center of all our projects and successes. All are welcome under the Realtair roof where value is placed on teamwork, authenticity, adaptability, and a desire to raise the bar.

What is it like working at Realtair?

We are an agile organization through and through. We don't believe in hierarchies, only enablement of information to flow through teams, ensuring you get the help you need when you need it.

You will be part of a high performing agile team, doing what you do best. Teams are given the autonomy to meet the client's objectives, within the bounds of our framework. No two days are the same. Together as a team and as an organization, we always find a way.

What awaits you?

- Competitive compensation package
- Enjoy a work-life balance
- Flexible working arrangement (i.e. work from home)
- Discretionary Performance Bonus
- Promotion Opportunities
- Opportunities for enhanced learning
- Monthly Internet and Electricity Subsidy for WFH
- HMO coverage for employee + dependent
- 20 VL and 10 SL
- "Enrichment Fridays"
- Professional and Personal Enrichment Program
- Mentoring Program
- Weekly Game Day!
- Other Fun-tastic treats and WFH Perks
- COVID Leave
- COVID Vaccination Leave
- Work Whenever Arrangement

What will you do?

The P&C Associate is responsible for recruiting quality candidates by conducting interviews, assessments, and giving recommendations to hiring managers to ensure that the company employs the right balance of skills and experience. This job also includes onboarding and assistance in offboarding employees; compensation and benefits administration, and general administration.

Talent Acquisition

- Manage the job advertisements in applicable syndications, making sure that these are up to date;
- Formulate, plan and implement recruitment programs both internally and externally to best attract and retain quality talents;
- Invite and schedule paper-screened candidates for an interview or assessment by following the targeted selection process;
- Conduct initial interviews or facilitate assessment and select qualified candidates for endorsement to hiring managers;
- Extend the job offer to a successful candidate;
- Facilitate pre-employment requirement discussions, collection of requirements, and signing of the contract;

- Enroll new hires government/statutory benefits/contributions on the first day of employment;
- Notarization of employment contracts;
- Maintain database of candidates from sourcing channels (i.e. JobStreet, LinkedIn, Monster, online applications, recruitment vendors endorsements, etc.);
- Disseminate updated list of open positions to all employees for the Employee Referral Program (ERP) on a monthly basis;
- Manage the completion and approval of Support Forms prior to posting of job openings;

Onboarding, Offboarding and HR Data Management

- Aid in facilitating the New Hire Orientation to new employees and ensure that the information is relevant and up to date;
- Welcome New hires by ensuring all credentials, workstations are ready on day one;
- Facilitate office tour to new hires and endorse to the immediate manager on the day on;
- Maintain the completeness and integrity of Employee records including but not limited to pre-onboarding, offboarding requirements, and medical records (both hard copy and digital copy);
- Encode, manage and update employee records on the Company's Human Resources Information System (HRIS);
- Assist in conducting exit interviews for leaving employees;
- Assist in preparing the Offboarding Notice of leaving employees and notify concerned departments of the separation;
- Help out in monitoring the completion of exit clearance before endorsing for final pay processing of Finance;

Compensation and Benefits Administration

- Record and forward to Finance the loan details of employees;
- Assist in preparing the addition, deletion, and revision list for submission to health insurance (HMO) provider for processing;

Employee Relations

- Aid in providing assistance with Senior Management and local management mediate with HR-related issues;
- Help leaders and employees to provide guidance/assistance in any HR-related issues;
- Assist in planning, preparation and execution of Company events and programs;

General Administration

- Help out in reviewing and validating HR-related billing statements before endorsement to Finance for payment;

Training and Development

- Assist with scheduling and coordination of in-house and off-site training'
- Aid in preparing, collating, and analyzing training-related surveys.

Performs other ad hoc activities as necessary and as prescribed by the Immediate Manager or Authorized Representative.

What are we looking for?

- Bachelor's Degree in Psychology or any related field
- At least 1-year experience with a focus on Talent Acquisition/Recruitment.
- Fresh graduates with relevant internship experience are welcome to apply!
- Preferably with experience in recruiting software developer positions with C#.Net technology.
- Preferably has experience working in an IT Company.
- Must be comfortable with the English language and have the ability to communicate well.
- Willing to work following Australian time & holidays



How to Apply

Bring us your talent, enthusiasm, and help us move to the next level of excellence. If you are someone who enjoys ownership and continuous learning, then we'd love to hear from you! Please submit your updated resume to recruitment@realtair.com with the email subject: **Realtair, Inc. – P&C Assoc – First Name and Last Name**.

***Candidates outside Metro Manila or from provinces are welcome to apply!*

COVID-safe precautions

Our recruitment and onboarding process has been adapted to comply with COVID safe precautions using our online recruitment process and Google Meetings online for video interviews.

Everyone's safety is our top priority. If you get the role, you'll be working remotely with the rest of the team until it is deemed safe to go back on normal business operations within the office premises.