

## PEOPLE & CULTURE MANAGER

**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)
- 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
- Sign On Bonus (Brand New Laptop\*)

### **What will you do?**

Reporting to the General Manager and working closely with Realtair's Management and Leadership Teams, the People & Culture Manager is required to effectively build the people & culture capability of the organisation; lead and manage and effective human resources function to support management of the employee lifecycle; lead complex projects and ensure compliance with relevant regulations and policies; and contribute to broader organisational and strategic management. This position also has a key role as ambassador for organisational culture and values, ensuring that they are visible, embedded and upheld.

### **Strategy & Leadership**

- Develop & implement Realtair's People and Culture strategy.
- Contribute to the development and achievement of Realtair's short- & long-term strategies, with effective inclusion of people & culture considerations.
- Understand the business and provide sound & expert advice to managers on operational people matters, risk, issues & trends to keep managers informed and supported.

### **Organisational Development & Culture**

- Design & lead initiatives including research and analysis (e.g. employee engagement survey and exit

interviews), to maximise the engagement of all employees and attract top talents.

### **Talent Management**

- Keep up to date of current trends, best practices, innovative methods and processes relating to recruitment, selection, and onboarding.
- Oversee the talent acquisition process to maintain the quality of hires and at the same time, ensure that all candidates have an exceptional experience.

### **Risk & Compliance**

- Develop, implement, and monitor systems, policies, and procedures to ensure compliance with legislative requirements & standards.
- Ensure employee issues are dealt with in a timely manner and in accordance with the Labour Law standards so that Realtair is not exposed to any legal risks, including assisting in investigations into grievances and complaints where required.

### **People & Culture Operations Management**

- Responsible for effective operations of all day-to-day People & Culture activities to support the management of employees' life cycle including:
  - Maintain employment records to meet compliance obligations
  - Onboarding, offboarding, and movements
- Internal & external organisational reporting (i.e. DOLE and OSH monthly, quarterly, and annual reports, etc.)
- Assist the General Manager with planning, budgets and reporting.
- Other ad-hoc activities may be required.

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
- 3+ years experience as a People & Culture Manager or equivalent
- Thorough understanding of HR policies and procedures, and knowledge of Labour Law and other relevant government regulations relating around HR practices is a must
- Specialization in Org Development is a plus
- Prior tech industry experience is a plus

### **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](mailto:recruitment@realtair.com) with the email subject: **Realtair, Inc. – P&C Manager – 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.