

HR SUPERVISOR

APPLY FOR THIS JOB

Job Description

Administers and coordinates human resources programs such as compensation and benefits, with a primary emphasis on employment and employee relations; communicates and interprets company human resources policies and procedures; organizes company related events; conducts special trainings and monitors follow through.

Duties and Responsibilities

- Advises managers and supervisors new DOLE regulations, maintains compliance and effective human resource practices with regards to employee issues
- Administers various human resources plans and procedures for all company personnel; assists in development and implementation of personnel policies and procedures
- Counsels and guides managers on appropriate performance management measures; assists managers in writing corrective action memos and other documentation and performs necessary follow-up
- Coordinates recruitment process and initiates recruitment ads; reviews applications/resumes; assist managers with screening applicants; ensures offers are made in accordance with procedures.
- Partners with managers to plan, analyze, and develop staffing needs and determine organizational structure
- Conducts new hire employee orientations, appraises employees of benefit options, and accurately completes requisite paperwork for new staff members
- Counsels employees regarding human resources policies, procedures, and practices
- Identifies employee needs with regards to performance problems, training options, and career development and makes recommendations accordingly
- Provides inputs to managers regarding potential enhancements to current personnel practices; assists in evaluation of reports, decisions; recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed
- Provides human resources-related training and can act as trainer for training development as needed and appropriate, addressing areas such as performance counseling and employee re Monitors performance evaluation process
- May perform non-human resources related administrative and operational duties

HR SUPERVISOR

Qualifications

- Two or more years of extensive experience in the human resources field resources (experience in F&B Human Resource Department is an advantage), with emphasis on employment, employee relations, benefits and compensation
- Must have strong planning and organizing skills, with attention to detail and accuracy; effective oral and written communication skills; and excellent interpersonal skills
- Must show strong initiative, exercise sound judgment, and take appropriate action when necessary;
- Must have intermediate PC skills to format reports, presentations, spreadsheets, graphics, general word processing, etc.
- Must demonstrate the ability to work fairly independently, plan and manage projects.
- Must be able to maintain time management
- Must be trustworthy, have good ethics and self-discipline

Level of Supervision

- Can assist in orienting, training, assigning, and reviewing work of others
- Works under minimal supervision and relies on experience and judgment to plan and accomplish assigned goals; consults with superior or higher levels of management on the more difficult and complex phases of work

Business Contacts

Internal – Can interact with program staff, management finance/payroll department, and staff in the administration of human resources for a variety of routine to complex and confidential matters.

External – Can interact with human resources vendors and consultants, including but not limited to employment advertisement agencies, newspapers, training and development vendors, and compensation consultants; may interact with other HR professionals

Decision-Making

Assesses situations, considers alternatives, chooses the appropriate course of action, and advises management accordingly; determines appropriate salary when negotiating with potential new hires; endeavors to resolve HR-related problems as appropriate

HR SPECIALIST

APPLY FOR THIS JOB

Job Description

Involved with nearly all programs and services that relate to a company's human resources division which is often decidedly administrative in nature, involves documenting grievances, terminations, absences, performance reports, initial screening of applicants and compensation and benefits information.

Duties and Responsibilities

- Substantiates applicants' skills by administering screening and scoring tests.
- Supports human resources processes by scheduling appointments, conducting orientation, maintaining records and information.
- Welcomes new employees to the organization by conducting orientation and endorsing them to their immediate heads.
- Maintains employee information by entering and updating employment status, change data and similar records.
- Maintaining records related to grievances, performance reviews, and disciplinary actions
- Maintains employee confidence and protects company by keeping human resource information confidential.
- Serving as a point of contact with benefit vendors/administrators
- Maintaining calendars of HR management team
- Maintains quality service by following organization standards.

Qualifications

- Two or more years of experience as HR specialist/assistant (experience in F&B Human Resource Department is an advantage), with emphasis in employee relations, hiring, training and records filing.
- Must be adept at problem-solving, including being able to identify issues and resolve programs in a timely manner
- Must possess strong interpersonal skills
- Must be able to communicate clearly, both written and orally, as to communicate with employees, members of the HR management team, and in group presentations and meetings
- Must be able to effectively read and interpret information, present employee data in a resourceful manner, and skillfully gather and analyze information
- Must be able to prioritize and plan work activities as to use time efficiently
- Must be organized, accurate, thorough, and able to monitor work for quality
- Must be dependable, able to follow instructions, respond to management direction, and must be able to improve performance through management feedback

GRAPHIC ARTIST

APPLY FOR THIS JOB

Key Skills

- Excellent Graphic Design skills, especially with design and photo-editing software
- Exceptional creativity and innovation
- Excellent time management and organizational skills
- Accuracy and attention to detail
- An understanding of the latest trends and their role within a commercial environment
- Professional approach to time, costs and deadlines

Software Skills

- Design Software – InDesign / Illustrator, plus photo-editing software such as Photoshop, PDF Editors, Ms Office Suite – Excel, Word & Powerpoint.
- Basic knowledge in website editing using Wordpress.

Duties and Responsibilities

- Developing concepts, graphics and layouts for product illustrations, company logos and websites. Creating and editing labels and stickers for different in-house products.
- Liaising with print vendors on a regular basis to ensure deadlines are met and material is printed to the highest quality.
- Preparing rough drafts of material based on an agreed brief. Determining size and arrangement of copy and illustrative material, as well as font style and size.
- Food Photography - Photo shoot of in-house products.

Qualifications

- Bachelor's degree in graphic design or related field.
- Experience as a graphic designer or related field.
- Has the ability to clearly communicate the reasoning behind design choices.
- Proficiency in marketing disciplines.
- Can create and produce posts, pages, applications and content to be posted online to attract customers.
- Must be self-motivated
- Be able to produce original ideas
- Must be dependable, able to follow instructions, respond to management directions, and must be able to improve performance through management feedback

BAR MANAGER

APPLY FOR THIS JOB

Job Description

Responsible for the management of all aspects and functions of all bar outlets, in accordance with restaurant's standards. Directs, implements and maintains bar service. Plans calendar of launching for new and innovative drinks. In charge of marketing and promotional advertising of bar items to achieve targets.

Duties and Responsibilities

- Regularly reports sales and service performance to Store Owners and Immediate Heads.
- Spend busy hours glad-handing guests to ensure their dining experience is the best and assures all transactions and sales are conducted with no variance
- Formulates new mixes and concoctions and oversees bar display to maximize functionality and attractiveness.
- Source and train staff to best fit bar's needs and standards, schedule staff in an efficient manner to best cover the demands of the guests and resolves all staff conflicts swiftly and properly.
- Manage inventory, plan, implement cost control measures and communicates with vendors to assure quality and appropriate amount of products are on hand for the forecasted demand.
- Making sure all necessary bar equipment, stocks are maintained and stocked properly, monitor and maintain cleanliness, sanitation and organization of assigned work areas and to set and enforced quality and safety protocols.

Qualifications

- Graduate of Hotel and Restaurant Management or any related course.
- 2-3 years managerial experience in a hotel and fine dining restaurant, work experience in a wine bar is an advantage.
- Extensive knowledge with liquor, bartending and service protocols.
- Ability to hire, train and manage staff.
- Solid organizational skills and facility with budgets, inventories and negotiating prices with vendors.
- Great sales skills and talent for developing promotions and new drinks
- Availability to work on nights, weekends and holidays
- Willing to work in Tagaytay Area

BARTENDER

APPLY FOR THIS JOB

Job Description

In charge of providing excellent guest drinking experience, create classic and innovative drinks and ensures customer retention and loyalty by mixing and serving quality concoctions.

Duties and Responsibilities

- Interact with guests and take orders if requested.
- Assess guest's needs and preferences and make recommendations.
- Planning and developing drink menus and inform guests about new beverages and specials.
- Organizing the bar area to streamline drink preparation.
- Mix and serve drinks following set standard recipes.
- Ensure that the assigned bar area is fully equipped with tools and products needed for mixing beverages and serving guests.
- Maintains and files accurate inventory at all times.
- Adhering to all food safety and quality regulations.
- Maintaining a clean work area and follows safety handling and maintenance of utensils and equipments.

Qualifications

- Graduate of Hotel and Restaurant Management or any related course.
- Previous bartending experience is required in a mid-scale or high-end restaurant or bar.
- Excellent knowledge with mixing drinks and techniques. Knowledge with wine is an advantage.
- Must be able to communicate in English, other languages is an advantage.
- Availability to work on nights, weekends and holidays
- Proficient in computer skills including Word and Excel.
- Willingness to work as part of a high-energy, efficient team in a fast-paced environment.
- Professional appearance appropriate for a fine dining establishment.
- Willing to work in Tagaytay Area