

JOB

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HR Clerk Jobs in Philippines 2021

Description

Barcolair Philippines, Inc. Offers Vacancies for the Different Positions in the Philippines. The aforesaid Jobs are published in The Kawish Newspaper. The Last Date to Apply is 31 **March 2021**. More Details About **HR Clerk Jobs in Philippines 2021**. See job notification for relevant experience, qualification, and age limit information.

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HR Clerk ⚡

Barcolair Philippines, Inc.

Carmona, Philippines · Full time

APPLY NOW

Hiring organization

Barcolair Philippines, Inc.

Employment Type

Full-time

Industry

HR Clerk

Job Location

Philippines, 1008, Philippines, Philippines, Philippines

Base Salary

PHP 20000 - PHP 80000

Date posted

February 23, 2021

Valid through

31.03.2021

Job Description

- Answer and direct phone calls
- Organize and schedule meetings and appointments
- Maintain contact lists
- Produce, distribute and file correspondence emails, memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system

Minimum Qualifications

- Strong analytical and planning skills;
- Good communication and presentation skills;
- Excellent problem-solving skills;

Required Skills

- Labor Relations
- Recruiting Wizard
- Interpersonal Skills
- Employee Relations
- Leadership skills