

HR PARTNER. TAGUIG, PHILIPPINES (THE)

Avia Solutions Group Global Services Philippines is looking for an **HR Partner** to manage our full cycle recruitment, from identifying potential hires to interviewing and evaluating candidates for ASG and its group of companies.

In the role of HR Partner, you will design job descriptions, source and screen candidates, and advertise job openings to attract top talent. You will also collaborate with managers to address their hiring needs, manage job offers, and assist with onboarding new hires.

If you have experience in these areas and can help us streamline as well as continuously improve our recruitment process, we'd love to connect with you.

Ultimately, you will play an important part in building a strong employer brand for our company to ensure we attract, hire, and retain the most qualified employees.

This position will report to the ASG Global Services Philippines office in BGC, Taguig, under a Hybrid setup, working in the APAC time zone.

HR Partner responsibilities include:

- Designing and updating job descriptions.
- Identifying talent: Finding top talent with the right skills, experience, and qualifications to help the company grow.
- Sourcing potential candidates from various online sources or channels.
- Crafting recruiting emails to attract passive candidates.
- Advertising job openings on the company's careers page, social media, and job boards.
- Screening: Reviewing resumes and conducting initial interviews.
- Providing shortlists of qualified candidates to hiring managers.
- Facilitating interview scheduling.
- Sending job offer emails and answering queries about timeline, compensation and benefits.
- Collaborating with managers to identify future hiring needs.
- Acting as a consultant to new hires and helping them onboard.
- Furnishing contracts and recruitment policies.

Requirements and Skillset:

- Proven work experience as an HR Recruiter/Partner or similar role.
- Familiarity with Applicant Tracking Systems and resume databases.
- Experience with sourcing techniques, especially for the aviation industry (not required, but will be an advantage).
- Solid verbal and written communication skills.
- BSBA- Human Resources Management, Organizational Psychology or other relevant fields.

The Benefits of being part of our Team:

- Shape careers and teams by connecting top talent with opportunities, while growing professionally in a role that makes a real difference.
- Join an inclusive and dynamic team where your insights are valued, and innovation drives success.
- Access tailored learning programs, mentorship, and clear pathways to enhance your skills and grow in your recruitment journey.
- Benefit from a flexible work environment and comprehensive perks that support your personal and professional well-being.
- Receive competitive compensation, performance-based incentives, and recognition for your contributions to the team.

A remote workforce service centre supporting Avia Solutions Group's ACMI airlines and MROs worldwide.