

# Senior Manager People Operations

## Description

Position Overview: As a Senior Manager, People Operations, you will play a crucial role in managing HR functions, overseeing general operations, and providing localized HR support to our growing team in Manila. You will report into our Senior Director of Talent Management, and you will collaborate closely with the global HR, IT, G&A teams to implement company policies, streamline processes, and foster a culture of excellence and inclusivity. You will support folks in a variety of functions, including: Engineering, Product, and Go To Market. Key responsibilities: Support employee onboarding, training, general programming and off-boarding processes, in partnership with appropriate COE teams. Maintain accurate HR records and documentation. Serve as the primary HR point of contact for employees in the Philippines region, addressing their HR-related inquiries and working closely with our People Business Partner team on any escalations. Serve as the first point of contact for HR inquiries from employees, managers, and other stakeholders, providing timely and accurate responses and escalating issues when necessary. Manage employee data and records within the HRIS (Human Resources Information System), ensuring data integrity and compliance with relevant policies and regulations. Coordinate and administer various HR processes, including but not limited to onboarding, offboarding, employee transfers, promotions, and performance management activities. Coordinate employee events, activities, and initiatives to promote a positive culture. Collaborate with managers to address team dynamics and facilitate effective communication. Qualifications: Proven experience in HR management, people operations, and administration, preferably in a fast-paced and high growth environment. Knowledge of Philippine labor laws, regulations, and compliance requirements. Strong interpersonal and communication skills, with the ability to build relationships and collaborate effectively across teams, time zones and the globe. Excellent organizational and problem-solving abilities, with keen attention to detail. Ability to prioritize tasks, multitask, and work under pressure to meet deadlines. Proficiency in HRIS software and other tech software like Google Suite, Slack, Notion, etc. #LI\_TS1 #LI\_RemotePlease mention the word \*\*FAMOUS\*\* and tag RMTUxLjgwLjE0My4yMDY= when applying to show you read the job post completely (#RMTUxLjgwLjE0My4yMDY=). This is a beta feature to avoid spam applicants. Companies can search these words to find applicants that read this and see they're human.

## Contacts

Job listing via [RemoteOK.com](https://www.RemoteOK.com)

## Hiring organization

dbt Labs

## Job Location

Laoag, Ilocos Norte, Philippines

## Base Salary

\$ 60000 - \$ 110000

## Date posted

April 25, 2024

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