



NATURE'S SPRING FOUNDATION, INC.

Human Resources and Administrative Officer

Job Description 2025

Position Overview

Nature's Spring Foundation, Inc. (NSFI) is seeking a dynamic and versatile Human Resources and Administrative Officer to join our team at a pivotal stage of growth. This position plays a crucial role in strengthening NSFI's organizational foundation as we scale our operations, formalize governance systems, and expand our programs.

The HR and Administrative Officer will serve as both a strategic partner and an operational anchor, working closely with the Executive Director to enhance organizational structure, optimize processes, and cultivate a positive, mission-driven work culture that attracts and retains talented professionals.

Immediate Supervisor: Executive Director

Position Type: Full-time

Location: Mandaue City, Cebu

Monthly Salary: TBD

Why This Role Matters

NSFI is at an exciting inflection point. As we broaden our reach and deepen our impact, we need an HR and Administrative Officer who can:

- Establish clear organizational structures and governance frameworks to support sustainable growth
- Implement effective HR and administrative systems in a fast-paced, evolving environment
- Build and nurture a positive, inclusive, and purpose-driven work culture
- Ensure smooth day-to-day operations so the organization can focus on mission delivery

Key Responsibilities

A. Human Resources Functions (55% of time)

Organizational Development & Governance

- Develop and document clear organizational structures, roles, and reporting lines
- Establish HR policies, procedures, and governance frameworks aligned with NSFI's values and legal requirements

Recruitment & Talent Acquisition

- Manage the full recruitment cycle for staff, interns, and consultants, including job posting, candidate screening, interviewing, and reference checks
- Coordinate efficient onboarding activities and ensure new hires are oriented to NSFI's policies, culture, values, and work processes

Employee Relations & Engagement

- Serve as the first point of contact for HR-related queries, concerns, and support
- Support the development of a positive, inclusive, and collaborative work culture that embodies NSFI's mission and values
- Assist in conflict resolution, grievance handling, and performance management processes

Compensation & Benefits Administration

- Coordinate with the Finance Unit to ensure accurate and timely payroll processing and statutory contributions (SSS, PhilHealth, Pag-IBIG).
- Maintain up-to-date employee records, including 201 files, leave tracking, benefits enrollment, and compliance documentation.

Learning & Development

- Support training needs assessments and organize relevant learning and development activities.
- Maintain a database of employee training, capacity-building, and professional development initiatives

B. Administrative & Operations Functions (40% of time)

Office Management & Facilities

- Oversee office supplies inventory, procurement, and vendor management to support daily operations
- Maintain organized, accessible filing systems (digital and hard copy) for HR, administrative, and program records
- Liaise with service providers for facility maintenance, repairs, and asset management

Logistics & Program Support

- Provide logistical and administrative support for meetings, events, workshops, and community activities.
- Coordinate travel arrangements, scheduling, and communications to support program delivery
- Assist in preparing documentation, reports, and correspondence related to Foundation projects and initiatives

Asset & Knowledge Management

- Maintain inventory of office equipment and assets, ensuring proper maintenance and functionality
- Support website maintenance and knowledge asset upkeep in collaboration with the programs team and content creators

C. Other Duties as Assigned (5% of time)

Support additional organizational initiatives and priorities as determined by the Executive Director and organizational needs

What We're Looking For

Essential Qualifications

- Bachelor's degree in Human Resource Management, Psychology, Business Administration, or related field
- Minimum of 2-3 years of HR and administrative experience, preferably in a non-profit, foundation, or corporate social responsibility (CSR) setting
- Strong knowledge of Philippine labor laws, payroll processes, and statutory compliance requirements
- Proficiency in MS Office (Word, Excel, PowerPoint) and familiarity with HRIS or database systems
- Excellent organizational, multitasking, and time management skills

Core Competencies

- **Ability & Adaptability** – Thrives in fast-paced environments; comfortable handling strategic HR initiatives while also managing hands-on administrative tasks. Flexible and resourceful in addressing operational and organizational challenges.
- **People Orientation** – Builds strong rapport and trust with colleagues at all levels; committed to promoting an inclusive, collaborative work culture aligned with organizational values.
- **Attention to Detail & Integrity** – Demonstrates accuracy in records, documentation, and compliance matters with utmost confidentiality. Maintains high ethical standards.
- **Problem-Solving** – Resourceful and creative in developing solutions; able to work independently and propose improvements to processes and systems.
- **Teamwork** – Works effectively in a small, collaborative team environment; willing to wear multiple hats and support organizational goals.

About NSFI

Nature's Spring Foundation, Inc. (NSFI) is the social investment arm of Philippine Spring Water Resources, Inc., committed to advancing the well-being of Filipinos through programs in Education, Health, Environment, and Disaster Risk Reduction (DRR). Guided by compassion and service, NSFI strives to make a lasting, positive impact in communities nationwide.

How to Apply

If you are ready to contribute your HR expertise and operational skills to a rapidly growing organization that values people and purpose, we would love to hear from you!

Please send the following to **nsfijobs@gmail.com** with the subject line:

“HR & Admin Officer – NSFI”

- Cover letter (highlighting your experience in HR, organizational development, and administrative operations)
- Updated CV
- Names and contact information of at least two professional references

Application Deadline: November 3, 2025