Human resources are the set of people who make up the workforce of an organization, business sector, industry or economy.

A narrower concept is human capital. The knowledge and skill which the individual command, similar term include manpower, labor or personnel.

The Human resource department organization performs human resource management, overseeing various aspects of employment such as compliance with labor law employment standard, interviewing ads section performing management, administration of employee files with the required document for future reference and lastly employee off boarding.

They serve as the link between organization management and its employees. The duties include planning, recruitment and selection process, posting job adds, evaluating the performance of employees, organizing the resumes and job application, schedule interviews and assisting in the process and ensure background checks.

Another role is payroll and benefits administration which deal with ensuring vacation and sick time are accounted for. Reviewing payroll and participating in benefit tasks like claims resolution, reconciling benefit statements and approving invoices for payment.

Human resources also coordinate employee’s relation activities and programs including, but not limited to the employee counseling.

Ensure regular maintenance, the job make sure that the current human resource file and database are up to date, maintaining employee benefits and employment status and performing payroll benefit related reconciliation.