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A company setup under Section 42 of the Companies Ordinance, 1984 is looking for experienced & dynamic individual for following position on contract basis, based in Islamabad:

POST:

Assistant Manager Human Resources (01)

Qualification:

- 16 years of education in Business/Management Sciences

Experience:

- Minimum three years of professional work experience with preferably one year experience in payroll or rewards

DESCRIPTION OF RESPONSIBILITIES.

- Processing of employee related payments such as salaries, EoBI, financial settlement, travel vouchers etc. in ERP
- Contract management of employment contracts, probation, confirmation, and extensions
- Manage the medical, life insurance & gratuity portfolio
- Leave management (reconciliation of monthly absent record and provision of in-out attendance)
- Miscellaneous HR Operations such as issuance of experience letters, maintenance of employee records
- Liaison with audit team on HR related data compilation and its provision to Manager HR
- Special tasks as and when assigned by HoD such as providing assistance to HRGC and Board regarding HR Matters, Preparation of working papers for
- committee and BoD meetings as and when required
- Provide generalist support in the execution of various HR processes including but not limited to recruitment, performance management, learning & development, etc.

Maximum Age Limit : 40 Years