

## Admin / HR Manager

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Company: Voipmen

Location: Lahore

Category: office-and-administrative-support

VoIPMEN require a Human Resource person to handle our recruitment and other day to day operations. • Be the first point of contact for all HR-related queries • Administer HR-related documentation • Ensure the relevant HR database is up to date, accurate and complies with legislation • Assist in the recruitment process • Liaise with recruitment agencies • Set up test/interviews and issue relevant correspondence • Performs other related duties as required and assigned. Job Specification · Strong administration skills · Familiarity with business software such as Microsoft Office · A high level of confidentiality · Excellent interpersonal and customer-facing skills · Strong communication skills, both written and verbal · The flexibility and willingness to learn · To enjoy working with people · Good administrative skills · The ability to work as part of a team · The ability to work accurately, with attention to detail. Person has to be able to manage his/her time effectively, aggressive in completing tasks and achieving goals, able to creatively think outside the box, and available for phone, chat and email discussions with company's associates in different timezones. Website Design and Development and VoIP support VoIPMEN is an outsourcing service provider that serves the call center community in their day to day work and trouble shooting along with the web development and software development. Voipmen fmustakbil.com asks for your consent to use your personal data to: perm\_identity Personalised ads and content, ad and content measurement, audience insights and product development devices Store and/or access information on a device Some vendors may process your personal data on the basis of legitimate interest, which you can object to by managing your options below. Look for a link at the bottom of this page or in our privacy policy where you can withdraw consent.

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