

## Assistant Manager HR

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Company: Risk Discovered Background Check Pvt. Ltd.

Location: Karachi

Category: other-general

### Assistant Manager HR

Risk Discovered Background Check Pvt. Ltd., Pakistan The incumbent will be responsible for developing and implementing overall HR strategy and also leading an effective workforce planning and resourcing. S/he will be responsible for effective recruitment and providing support for training/development activities across the organization. S/he will also be responsible for developing and maintaining Human resource Information System (HRIS), policies and procedures, and implementation of the approved compensation and benefits strategies. S/he will be required to review performance management systems, develop effective employee relations and leading effective HR operations.

### Job Specification Core Tasks:-

Recruits, interviews, tests, and selects employees to fill vacant positions / performing full cycle recruitment process. ·

Maintaining & building of resourceful resume data bank.

Conduct orientation sessions for new employee.

Supervise the contract and probation completion cases of the employees.

Maintain and develop HR policies, procedures & implement ensuring compliance and to contribute the development of corporate HR policies & Management of HR operations.

Identification of HR gaps in consultation of department heads.

Counselling the employee's on personnel issues, to ensure that harmonious relationships and effective communications are maintained between management and staff.

Advise management in appropriate resolution of employee relations issues. ·

Establishing and maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.

Develops and maintains a human resources system that meets top management information needs.

Managing the Monthly Payrolls, Overtime, Attendance, final settlements and Leave record.

Plan for employee's performance appraisal; develop tools for appraisal, job evaluation and development.

Initiate quality improvement initiatives within HR and recommending promotions, transfers, terminations etc.

Prepare necessary documentation relating to management approvals.

Provide general administrative support for HR Functions including creating and maintaining personnel and terminated files (electronic and paper-based), employment verification, organization charts.

The candidate should be proficient in MS Office applications with strong communication, presentation and interpersonal skills along with the ability to do multitasking. The ideal candidate should be an MBA in HR with over 4 years of relevant experience.

International Affairs - Karachi, Pakistan#J-18808-Ljbffr

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