

## Asst. Manager Hr and Admin

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Company: Visual Sparks Technologies

Location: Lahore

Category: office-and-administrative-support

Asst. Manager Hr and Admin Visual Sparks Technologies, Pakistan Process employee life cycle, HR timesheet data transactions to include but not limited to: new hire, benefits, employee turnover, resume screening, interview scheduling, performance appraisal, payroll, punctuality, attendance and separationsEnsure all documentation is properly authorized and supported according to company policies, procedures, regulatory practices, and legal requirementsCreate, provide, and distribute documents, agreements and lettersPrepare HRM system reportsRespond to employment verifications and unemployment claim inquiriesSchedule and participate in orientation, training and enrollment meetingsPrepare PowerPoint presentations as neededCreate online job postings, registration for training and developmental programsGather information and create survey of IT industryPerform audits and control the misutilization of Company assetsMaintain company's corporate environmentParticipate and contribute to the pro-active review and implementation of process improvementsTake ownership on various other assignments Job Specification Excellent verbal and written interpersonal communication and report writing skillsStrong analytic, organizational and problem solving capabilityMust be able to prioritize multiple assignments with tight deadlinesMust be proficient in Microsoft environment, including Excel, Word, Outlook, PowerPointMust be able to work effectively in a fast paced work environmentStrong knowledge of local labor law and employment practicesFluency in English and local language requiredInformation Technology and Services - Lahore, Pakistan

#J-18808-Ljbffr

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