

## Asst. Manager Hr and Admin

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Company: Visual Sparks Technologies

Location: Lahore

Category: other-general

### 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 separations  
Ensure all documentation is properly authorized and supported according to company policies, procedures, regulatory practices, and legal requirements  
Create, provide, and distribute documents, agreements and letters  
Prepare HRM system reports  
Respond to employment verifications and unemployment claim inquiries  
Schedule and participate in orientation, training and enrollment meetings  
Prepare PowerPoint presentations as needed  
Create online job postings, registration for training and developmental programs  
Gather information and create survey of IT industry  
Perform audits and control the misutilization of Company assets  
Maintain company's corporate environment  
Participate and contribute to the pro-active review and implementation of process improvements  
Take ownership on various other assignments

Job Specification  
Excellent verbal and written interpersonal communication and report writing skills  
Strong analytic, organizational and problem solving capability  
Must be able to prioritize multiple assignments with tight deadlines  
Must be proficient in Microsoft environment, including Excel, Word, Outlook, PowerPoint  
Must be able to work effectively in a fast paced work environment  
Strong knowledge of local labor law and employment practices  
Fluency in English and local language required

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