

Dy. Manager/Manager HR

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Company: Islamic International Medical College Trust

Location: Rawalpindi Cantonment

Category: office-and-administrative-support

Develop HR plan and prepare the annual budget with the consultation of Sr. Manager.-
Ensure the up gradation/development of existing/new job descriptions.- Conduct job
analysis & Job Evaluation after every two years.- Recommend, develop and maintain HR
data bases, HRIS, and manual filing systems and ensure the updated employee HR
record.- Ensure Monthly pay roll and benefits processing, and update information in HRIS
database.- Prepare Orientation Training Program (OTP) Calendar and obtain approval from
the Sr. Manager.- Arrange OTPs as per provided annual OTP calendar.- Conduct
Performance Appraisal and submit the consolidated data to the Sr. Manager HR and Top
Management.- If required, update the HR policy manual in consultation with Sr. Manager.
Job Specification - Administration Skills.- Communication Skills.- Interpersonal Skills.-
Resource Training & Development Skills.- Conflict Management Skills.- Analytical Skills.-
Decision Making Skills.Information Technology and Services - Rawalpindi, Pakistan About Us
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