

## Hiring Manager

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Company: Relax Solutions

Location: Faisalabad City Tehsil

Category: office-and-administrative-support

Relax Solutions is a leading offshore software development company of Faisalabad. We are looking for a young and energetic person for the post of Hiring Manager. Fresh HR graduates encouraged to apply. **JOB DESCRIPTION:** To administer over all recruitment and induction process. Meet the recruiting needs in terms of quality and numbers in a time conscious manner. Recruits, interviews, tests, and selects employees to fill vacant positions. Develop strategy for deploying effective media to attract the ideal candidate through online job portals and advertisements. Coordinate and administer employer branding activities i.e.

Recruitment seminars, coordination with different institutions/universities to develop and maintain network. Build industry-academia relationship. **Job Type:** Permanent/Full

**Time Education:** MBA/MPA with HRM specialization **No. of Positions:** 1 **Gender:** Male

**only Experience:** Fresh **Stipend:** 10,000 to 15,000/- per month **Note:** Candidate having

Faisalabad residence only can apply. **Job Specification** Good communication skills, both written and verbal, able to deliver Presentations, Mature, confident and ability to work

independently, Reliable and Trustworthy, Excellent IT skills i.e. competent in use of Microsoft Office applications especially Word, PowerPoint, and Excel. **Information Technology and**

**Services - Faisalabad, Pakistan**

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