

HR And Admin Manager

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Company: Star Marketing (Pvt.) Ltd.

Location: Islamabad

Category: office-and-administrative-support

HR And Admin Manager Star Marketing (Pvt.) Ltd., Pakistan A leading real estate marketing Company, Star Marketing Pvt Limited is seeking an HR Manager for its Islamabad Office. Minimum 05 years' experience in HR and Admin related matters. Responsible for recruiting and managing entire hiring process including advertising positions, maintenance of HR database, employee record, handling talent acquisition, hiring, shortlisting, screening resumes and conducting interview processes and orientation. Experience in administrative matters, procurement, and contract management is essential. Job Specification MBA (HR) or equivalent HRM Knowledge and expertise Experience in contract management and vendor management

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