

HR And Admin Manager

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Company: Star Marketing (Pvt.) Ltd.

Location: Islamabad

Category: other-general

HR And Admin Manager

Star Marketing (Pvt.) Ltd., PakistanA 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 SpecificationMBA (HR) or equivalent

HRM Knowledge and expertise

Experience in contract management and vendor management#J-18808-Ljbffr

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