

HR Executive

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Company: inbox

Location: , , Pakistan

Category: office-and-administrative-support

1. Overtime and NMS Fees: Monitor and process overtime payments accurately. - Manage Non-Maintenance Service (NMS) fees and ensure compliance with company policies. 2. Manage Exit Files: Oversee the documentation and processing of employee exits, including clearance procedures and final settlements. 3. Enrollment in Insurance: Coordinate the enrollment process for employees into insurance programs, ensuring timely and accurate submissions. 4. Claim Processing: Facilitate the processing of employee insurance claims, providing support and guidance throughout the process. 5. Employee Files: Maintain comprehensive and up-to-date employee files, ensuring all documentation is organized and easily accessible. 6. Employee Cards: Handle the issuance and management of employee identification cards, ensuring accuracy and security. 7. Contract Letters / NDA: Prepare and distribute employment contract letters and Non-Disclosure Agreements (NDA) as per company guidelines. 8. Employee Verification: Conduct verification processes for new hires, including background checks and reference checks. 9. SCB GSSP: Manage and oversee compliance with Standard Chartered Bank Global Screening Standards and Procedures (SCB GSSP). 10. Recruitment: Sourcing Candidates through various channels, Scheduling the Interviews and Managing the Onboarding Process. 11. Employee Engagement: Planning and Executing employee engagement initiatives to foster a positive work culture. 12. Learning & Development: Develop and implement training programs to enhance employee skills and competencies. 13. Employee Onboarding: Facilitate the onboarding process for new employees by conducting orientations and providing all the necessary information and resources, ensuring a smooth

transition into the organization.

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