

HR Manager(Evening Shift)

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Company: Alshams Technologies

Location: Islamabad

Category: other-general

Al-Shams Technology urgently looking Female HR Manager for evening shift

Job brief

We are looking for an HR & Admin Officer to join our team and support the day-to-day activities of our Human Resources department.

HR & Admin Officer responsibilities include processing employee data, updating company policies and assisting in the hiring process. To be successful in this role, you should have solid organizational skills and be familiar with HR functions.

Ultimately, you will make sure all HR operations run smoothly.

Shift: (Afternoon/Evening

Duty Timing.(2..00 PM to 10 PM)

Job SpecificationExcelent Verbal and written English skills.c

Good command in Excel,Power point ,Outlook

Alshams Technologies, is firm based in Rawalpindi, Pakistan that offers purely education courses which are online especially designed for kids and children although these online lectures have attracted people of all ages. Anybody who has internet and

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