

HR Manager

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Company: Pakson International Plastic Industries (Pvt) Ltd - BOSS

Location: Gujranwala Division

Category: office-and-administrative-support

Job DescriptionJob Description: HR ManagerAbout Company:

Pakson International Plastic Industries Pvt. Ltd. is a leading furniture manufacturer based in Gujranwala, Pakistan. With a vision to revolutionize the furniture industry, we specialize in the production of high-quality plastic furniture for both residential and commercial use.

Established in 1991, Pakson International Plastic Industries has grown to become one of the most trusted and reliable furniture manufacturers in Pakistan. Our commitment to providing innovative, durable, and stylish furniture sets us apart from the competition.

Responsibilities:

1. Develop and implement HR strategies and initiatives aligned with the overall business strategy.
 2. Manage the recruitment and selection process, including advertising job vacancies, conducting interviews, and making job offers.
 3. Oversee employee performance evaluations and implement performance management systems.
 4. Coordinate training and development programs to enhance employee skills and knowledge.
 5. Ensure compliance with labor laws and regulations.
 6. Handle employee relations, including mediating conflicts and resolving workplace issues.
 7. Manage payroll and benefits administration.
 8. Develop and implement policies and procedures to promote a healthy work environment.
 9. Maintain employee records and ensure accuracy and confidentiality.
 10. Stay updated on HR best practices and industry trends.
- Job Specification
1. Proven work

experience as an HR Manager or similar role for at least 5 years.

2. In-depth knowledge of HR principles, practices, and procedures.

3. Strong understanding of labor laws and regulations.

4. Excellent communication and interpersonal skills.

5. Ability to make sound judgments and decisions.

6. Strong problem-solving and conflict resolution skills.

7. Proficiency in HRIS and payroll systems.

8. Strong attention to detail and organizational skills.

9. Ability to handle multiple tasks and prioritize effectively.

10. Proficient in Microsoft Office Suite. Job Rewards and Benefits Communication, Incentive Bonus, Sports and Entertainment

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