

HR Manager

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Company: My Legal Cashier

Location: Lahore

Category: other-general

We are a UK-based accounting firm providing accounting and bookkeeping services to law firms. We have an offshore office in Lahore, and we are currently recruiting for an HR Manager to join our Lahore office.

Your role will mainly include:

Develop and implement HR strategies and initiatives aligned with the overall business strategy

Manage the recruitment and selection process. Oversee and manage a performance appraisal system that drives high performance

Ensure legal compliance and manage schedules and deadlines

Monitor costs and expenses to assist in budget preparation

Bridge management and employee relations by addressing demands, grievances, or other issues

Handling administration work

Skills

Time Management Organization Skills Microsoft Office Fluent in English Human Resource Planning

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