

## HR Manager

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Company: Rabbit Tech

Location: Lahore

Category: other-general

Bachelor's degree in Human Resource Management or related field

Job Description: HR Manager with 1-year experience in Rabbit Tech

- Responsibilities:
- Develop and implement HR policies and procedures
  - Ensure compliance with labor laws and regulations
  - Manage recruitment process, including sourcing and interviewing candidates
  - Administer employee benefits and compensation plans
  - Develop and implement employee training and development programs
  - Handle employee relations and performance management issues
  - Manage HRIS and maintain employee records
  - Serve as a strategic partner to business leaders to drive organizational culture and promote employee engagement

Job Specification- Strong knowledge of HR policies and procedures

- Excellent communication and interpersonal skills
- Ability to handle employee relations issues with tact and sensitivity
- Strong organizational and time management skills
- Ability to work independently and as a part of a team

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