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HR Officer Jobs in Multan, Pakistan Support the development and implementation of HR initiatives and systems Provide counseling on policies and procedures Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process Create and implement effective onboarding plans Develop training and development programs Assist in Payroll processes Assist in performance management processes Manage personnel data in HRIS system and hard files Maintain employee records (attendance, EEO data etc.) according to policy and legal requirements Review employment and working conditions to ensure legal compliance Experience: At least 3 to 5 years relevant experience in HR Operations (Preferably in FMCG) Job Specification Original jobs :

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