

HR Operations Lead

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Company: metroConnections, Inc.

Location: Karachi Division

Category: other-general

Responsible for developing, coordinating, and managing all HR operations related activities within IRD Pakistan this position will also be responsible for overseeing and directing payroll and benefits procedures, ensuring compliance with laws and tax obligations, supervising the payroll team, and maintaining accurate payroll records

RESPONSIBILITIES To oversee the entire HR Operations, which includes but are not limited to Employee Relations, Attendance, performance Management and Personal Files Management. Develop systems to process payroll account transactions (e.g. salaries, benefits, overtime, deductions, taxes and third party payments). To oversee employees health, life, OPD and parents insurance. Drives process reengineering efforts and operational performance while leading, and ensuring the development of smooth HR operations. To Oversee Contract extension, conclusion and probation evaluation for IRD Pakistan Staff in a timely manner. Play a key role in identifying ideas for system improvement and automation recommendation. Monitor and Ensure compliance with the labour law of Pakistan. Required Qualification Preferred Master's Degree in Human Resources, Business Administration or related field Required Experience • At least 6 years of relevant experience. A background in leading, coordinating and implementing HR activities. Required Skills High proficiency in data analysis and Operation management. Self-motivated, a fast learner who is ready to hit the ground running Organised and detail-oriented, and problem solver with an elevated level of curiosity and who is an independent thinker Ability to work independently and under tight timelines

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