

## HR Specialist - ACE Properties

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Company: ACE Money Transfer

Location: Sarai Alamgir

Category: business-and-financial-operations

ACE Properties is a Real Estate subsidiary of ACE Group for Companies. ACE group of companies has a diversified portfolio, including, Digital remittance services in more than 100+ countries, digital wallet services in the UK, Real estate projects, web-based News channels, advertising businesses, and software solutions in Pakistan. ACE Properties Active Projects : Canal City Sarai Alamgir, Dream City Kharian & ACE Shopping Park Kharian. The Human Resource Specialist will run the daily functions of the Human Resources (HR) department, including Talent Acquisition, HR Operations, Performance Management, Compensation and benefits, Absenteeism Management, HR Compliance and drafting Policies and procedures. Works closely with the Manager to forecast resourcing needs and tracks employee active job status to project goals. Work closely with Project Managers to provide a consistent talent pool for project needs. Monitor the performance evaluation program and revises it as necessary. Able to track and maintain all HR-related data, such as employee contracts, non-disclosure agreements, compensation, employees' personal data, and more Supporting the HR Unit Head in the proper implementation of the HR Manual. Employee Relations Management Managing EOBI & PESSI etc.

Qualification: A Bachelor's degree or a Master's degree in Human Resources Management. 04 - 05 years of experience in the core HR field in any Construction Company or preferably in Housing Societies in Pakistan. Powered by JazzHR

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