

Human Resource Manager / Technical Recruiter

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Company: Vormand

Location: Lahore

Category: office-and-administrative-support

Job DescriptionThe Employee shall be employed in the position of HR Manager and shall report to the designated senior management or supervisor. The Employee's responsibilities and duties shall encompass managing and overseeing all human resources functions within the company. This includes but is not limited to recruitment, employee onboarding, performance management, benefits administration, and maintaining a positive working environment. The HR Manager is responsible for effectively executing HR strategies and policies in line with the company's objectives. The HR Manager is expected to handle employee-related matters with professionalism and discretion, ensuring confidentiality where required. Timely and accurate completion of HR tasks is essential, as well as compliance with the company's working hours and leave policies. Any deviation from company policies or unprofessional behavior may result in disciplinary action or termination of employment, as per company regulations.

Job SpecificationThe Employee's responsibilities and duties shall include, but not be limited to:

Recruitment and selection of qualified candidates. Onboarding and orientation of new employees. Employee relations, including conflict resolution and performance management. Benefits administration and record keeping. Ensuring compliance with all applicable employment laws and regulations. Maintaining a positive and inclusive working environment. Handling sensitive employee information with confidentiality and discretion. Implementing HR policies, procedures, and strategies in alignment with the Company's goals.

Job Rewards and BenefitsSports and Entertainment

#J-18808-Ljbffr

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