

Human Resources Generalist

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Company: AllZone Tech

Location: Lahore

Category: other-general

AllZone Technologies is a leading technology solutions provider in Lahore. We offer staff augmentation and custom software development services to meet the evolving needs of businesses. With a dedicated team of skilled professionals, we offer tailored staff augmentation solutions in areas such as software development, web design, data analysis, and more. Our goal is to provide a unique blend of Quality and Affordability, integrating global leaders in web development with passionate Asian talent. We strive to attract global technology companies with a versatile team working across time zones.

Our services include Software Consultancy, Mobile Application Development, Hire dedicated developers or teams, Hire a network virtual Assistant, DevOps and CloudOps, Quality Assurance, Business Intelligence, and more partnerships. We prioritize on modernization, digitalization, and innovation, with a focus on upcoming technologies such as Internet of Things (IoT), Artificial Intelligence (AI), Chatbots, Blockchain, and Augmented/Virtual Reality.

Role Description

This is a full-time on-site role located in Lahore for a Human Resources Generalist. The Human Resources Generalist will be responsible for 360 recruitment, employee onboarding, offboarding, managing day-to-day HR operations, including employee relations, HR policies, and HR management, employee off boarding, employee grievances, maintaining database and providing HR assistance in the needed areas. The Human Resources Generalist will also be responsible for developing and implementing effective recruitment and onboarding strategies, as well as supporting the organization's overall business objectives through effective talent management programs.

Qualifications:

Minimum 1 year of experience in the same role.

HR Management and Human Resources (HR) skills

Experience in HR Operations, Employee Relations, and HR Policies

Excellent problem-solving and conflict resolution skills

Proficient in Google Sheets

Ability to work independently and in a team

Excellent communication and interpersonal skills

Understands HR metrics and analytics

Strong organizational and project management skills

Bachelor's degree in Human Resources, Business Administration, or related field#J-18808-Ljbffr

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