

Limelight Jobs Deputy Manager Recruitment and Grievance Handling

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Company: Limelight

Location: , , Pakistan

Category: office-and-administrative-support

Limelight Jobs Deputy Manager Recruitment and Grievance Handling:

Job Title: Deputy Manager Recruitment and Grievance Handling

Company: Limelight

Location: Lahore

Experience: 7-9 years of Recruitment (Retail experience will have an added advantage)

Key Responsibilities:

Lead end-to-end recruitment processes for various positions within the organization.

Collaborate with hiring managers to understand their staffing needs and develop effective recruitment strategies.

Utilize various channels to source potential candidates, with a focus on diversity and inclusion.

Screen resumes and conduct initial interviews to assess candidates' suitability for specific roles.

Schedule and coordinate interviews between candidates and hiring teams.

Provide guidance and support to interviewers in the evaluation process.

Assess candidates' skills, experience, and cultural fit to ensure alignment with Limelight's values and goals.

Work closely with HR and hiring managers to develop competitive and compelling job offers.

Negotiate terms and conditions with selected candidates.

Act as a point of contact for employees experiencing workplace issues or conflicts.

Investigate and resolve employee grievances in accordance with company policies and procedures.

Foster positive relationships with employees to create a healthy and supportive work environment.

Provide guidance to employees on company policies and address concerns promptly.

Qualifications:

Bachelor's degree in human resources, Business Administration, or a related field.

Proven experience in recruitment and talent acquisition, preferably in the retail or fashion industry.

Strong understanding of recruitment best practices and current market trends.

Excellent communication and interpersonal skills.

Experience in handling employee grievances and conflict resolution.

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