

Manager HR And Admin

[Apply Now](#)

Company: Taj Corporation

Location: Sukkur

Category: other-general

Manager HR And Admin

Taj Corporation, Pakistan

1. Human resources planning & staffing (Anticipate future staffing requirements in line with strategic plans, Development & implementation of Company's recruitment policy- Provide Support to Managers in recruitment of best human resources.)
2. Employee evaluation, capacity development and training (Plan and Execute best Human Resources practices and develop objectives that will provide an employee oriented, high performance culture that emphasize empowerment, quality, productivity and standards, goal attainment and ongoing development of team- Administer the evaluation of all learning and development activities in company- Prepare Training Budget and monitor training cost against budget.)
3. Organization Development: (Ensure efficient design and delivery of all HR policies and ensure they are in line with industry practices- Ensures coordination & implementation of services, policies, and programs through Human Resources Team; also assist and advise company managers about Human Resources issues- Refine organization structure to align with the market and delivery requirements- Provide assistance in development and implementation of ERP and/or HR Related software systems)
4. Performance Management(Plan and Execute performance Management System, define Key Result Areas, Balance Score Card of each employee)
5. Compensation and Benefits (Develop compensation plans and related SOPs- Provide system of Administration for Employee Benefit- Research, analyze and define industry-standard compensation and benefit plan- Propose and maintain excellent facilities conducive to enhance employee productivity)
6. Employee relations(Work closely with company

managers for providing them with expert guidance, coaching and support on HR activities; including JDs, policies & procedures, terms & condition of employment, restructuring of services, performance management etc.- Protect interests of employees and the company in accordance with company Human Resources policies and governmental laws and regulations- Be the champion of employee needs; Improve retention by implementing career progression and attractive reward and recognition systems- Mentor and guide leaders to manage their own performance and of their teams and create pipeline of potential leaders.7.HR administration(Apply knowledge of administrative principles, practices and procedures- Develop, interpret and implement Administrative policies & Procedures and Employee Hand Book- Direct Budget preparation for Head Office and Monitor expenditures- Manage Government Matter in coordination with official of such establishments as Ministry of Labor, SESSI, PESSI, EOBI etc)

Job SpecificationRequired Skills:

Proven generalist experience including the ability to work at both strategic and operational levels

Fully conversant and up-to-date with all aspects of employment law and HR best practice

Experience in the development and implementation of employment policies and procedures ·

Experience at recruitment interviewing and assessment at a senior level

Ability to work autonomously and flexibly

Influencing, persuading, coaching and negotiating skills

Excellent interpersonal, written and verbal communication skills

Ability to prepare and present reports to management level

Pro-active and self-motivated

Proficient in the use of MS Office applications, email and the Internet

Co-operative and supportive team player

Age:35- 38 Year

Required Experience:A minimum of 10 years of progressive experience (Including 4 to 6 years in leadership Managerial role)Salary:Market Competitive Salary inSIX Digits.

Perks & Benefits : Annual Bonuses, Company Maintained 1300CC Car, Life Insurance, Health Insurance (Self & Family), Enviably Work environment with many other facilities.

Taj Corporations is one of country's leading organizations in fuel and food businesses. It started

its business back in 1965 from a petroleum service site. Currently, it works with a nationwide and growing network of petroleum service sites and resta#J-18808-Ljbffr

[Apply Now](#)

Cross References and Citations:

1. [Manager HR And Admin BeauticianjobsJobs SukkurBeauticianjobs](#)
2. [Manager HR And Admin Dentistjobs Jobs SukkurDentistjobs](#)
3. [Manager HR And Admin ConsultantjobsJobs SukkurConsultantjobs](#)
4. [Manager HR And Admin Usajobscareer Jobs SukkurUsajobscareer](#)
5. [Manager HR And Admin Lahorejobs Jobs SukkurLahorejobs](#)
6. [Manager HR And Admin HtmljobsJobs SukkurHtmljobs](#)
7. [Manager HR And Admin Algeriajobs Jobs SukkurAlgeriajobs](#)
8. [Manager HR And Admin Microbiologistjobs Jobs SukkurMicrobiologistjobs](#)
9. [Manager HR And Admin SoftwaregiantcareersJobs SukkurSoftwaregiantcareers](#)
10. [Manager HR And AdminMarketingjobs Jobs SukkurMarketingjobs](#)
11. [Manager HR And AdminExpertiniworldtech Jobs SukkurExpertiniworldtech](#)
12. [Manager HR And AdminHealthybird Jobs SukkurHealthybird](#)
13. [Manager HR And AdminIexpertini Jobs SukkurIexpertini](#)
14. [Manager HR And AdminWashingtondcjobs Jobs SukkurWashingtondcjobs](#)
15. [Manager HR And AdminPolicejobsJobs SukkurPolicejobs](#)
16. [Manager HR And AdminInternjobs Jobs SukkurInternjobs](#)
17. [Manager HR And AdminHealthcarejobsnearme Jobs SukkurHealthcarejobsnearme](#)
18. [Manager HR And AdminNewsjobs Jobs SukkurNewsjobs](#)
19. [Manager hr and admin Jobs Sukkur](#)
20. [AMP Version of Manager hr and admin](#)
21. [Manager hr and admin Sukkur Jobs](#)
22. [Manager hr and admin JobsSukkur](#)
23. [Manager hr and admin Job Search](#)

24. **Manager hr and admin Search** ↗

25. **Manager hr and admin Find Jobs** ↗

Source: <https://pk.expertini.com/jobs/job/manager-hr-and-admin-sukkur-taj-corporation-2550-79852/>

Generated on: 2024-05-04 by Expertini.Com