

## Manager US HR

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Company: Level 3 Back Office Services (PVT) Ltd

Location: Karachi

Category: office-and-administrative-support

Knowledge of International Recruitment & Selection (USA), On boarding process for USA. Compensation & Benefits, Payroll Management, HRMS Software, Organizational Development, Training & Development. Excellent communication skills are mandatory for meeting the basic criteria of this position. Creating and revising job descriptions. Developing, revising, and recommending personnel policies and procedures. Overseeing recruitment efforts for all personnel, including writing and placing job ads. Conducting new employee orientations and employee relations counseling. Maintaining department records and reports. Job Specification: Must be a MBA (HR) with minimum 12 years of experience with at least 8 years in a Head or Managerial role and should have worked in all areas of HR.

#J-18808-Ljbffr

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