

Project Coordinator - HR

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Company: CureMD

Location: , , Pakistan

Category: office-and-administrative-support

About Us:CureMD excels in providing advanced tools and technologies that empower healthcare professionals to make informed decisions about patient care. Our state-of-the-art solutions harness the power of data analytics, artificial intelligence, and machine learning to analyze patient information, decipher patterns, and render actionable insights. These advanced technologies equip physicians with profound insights into each patient's health, enabling them to formulate precise diagnoses, implement highly effective treatment strategies, and deliver top-quality care with ease.

Job Overview:The Human Resource Project Coordinator is responsible for overseeing a variety of HR projects, ensuring they are completed on time and within budget. This role involves managing cross-functional HR initiatives, optimizing HR processes, and implementing solutions to meet organizational needs.

Essential Job Responsibilities:**Project Management:**Lead and manage HR projects including but not limited to HR system implementations, policy revisions, Talent Management, Talent Engagement, Compensation and Benefits, Performance Management, Employee Wellness, Talent Acquisition, Employee Onboarding and Offboarding, HR Compliance etc.**Develop detailed project plans, ensuring resource availability and allocation.****Monitor and track project progress, adjusting as necessary to meet deadlines and budgets.****Stakeholder Engagement:**Liaise with internal stakeholders to understand project requirements and objectives.**Communicate with senior management and other departments to keep them informed about project status and potential challenges.****Project Stages and Updates:**Comprehensive documentation and tracking of projects including project initiation, execution and monitoring (setting realistic timelines, regular status checks and agile adaptation),

Completion and Evaluation. Process Optimization: Identify opportunities for HR process improvements. Implement new systems and processes, ensuring they align with business goals and comply with legal standards. Team Leadership: Coordinate internal resources and third parties/vendors for the flawless execution of projects. Delegate project tasks based on individual strengths, skill sets, and experience levels. Risk Management: Perform risk management to minimize project risks. Establish and maintain relationships with third parties/vendors. Reporting and Compliance: Measure project performance using appropriate tools and techniques. Report and escalate to management as needed. Change Management: Facilitate change management strategies to support the adoption of new HR practices and systems. Required Qualifications: Bachelor's degree in Human Resources, Business Administration, or related field. Proven working experience in HR Project management or similar role. PMP certification or Google Project Management is mandatory. Excellent written and verbal communication skills. Experience in conducting cost analysis and preparing budgets. Strong risk assessment and mitigation skills. Strong working knowledge of HR functions and best practices. Compensation and Benefits: Competitive base salary and yearly bonus. Health benefits (Outpatient, Inpatient, Maternity). Provident Fund company matches up to 8% of the base salary. Company-sponsored trainings, workshops, education, and development programs. Collaborative yet fun-loving atmosphere: space that fosters employee wellbeing. Commuter support, supportive workspaces, gym facility, and daycare.

#J-18808-Ljbffr

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