# Pakistan Jobs Expertini®

### **Recruitment Manager**

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Company: Relax Solutions

Location: Faisalabad

Category: other-general

To administer over all recruitment and induction process. Meet the recruiting needs in terms of quality and numbers in a time conscious manner. Recruits, interviews, tests, and selects employees to fill vacant positions. Develop strategy for deploying effective media to attract the ideal candidate through online job portals and advertisements. Coordinate and administer employer branding activities i.e. Recruitment seminars, open house hiring, coordination with different institutions/universities to develop and maintain network. Build industry-academia relationship. Job Type: Permanent/Full TimeEducation: Graduate preferably MBA/MPA/BBA with HRM specializationNo. of Positions: 1Experience:

Fresh/experiencedStipend: 15,000 to 18,000/- p.m.Note: Candidate having Faisalabad residence only can apply.

Job SpecificationGood communication skills, both written and verbal/able to deliver Presentations,

Mature, confident and ability to work independently,

Reliable and Trustworthy,

Excellent IT skills i.e. competent in use of Microsoft Office, applications especially Word, PowerPoint, and Excel.

Information Technology and Services - Faisalabad, Pakistan

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