

Recruitment & On Boarding Specialist

[Apply Now](#)

Company: About Pakistan

Location: Karachi Division

Category: office-and-administrative-support

Category: Human Resources Career Level: Experienced (Non-Managerial) Experience 5 Years
Required Qualification: MBA-HR Requires Traveling: No Salary: Salary Not disclosed Salary
Type: Per Month Total Vacancies: 1 Skills machine factory recruitments specialist head office
mechanical engineering part selection sourcing screening conducting interviews documentation
final quality assessment staffing talent pipeline database order hiring internship management trainee
organization professional relationship placement data analytics support strategy review liaising
onboarding process make executive business post system creative supervision customer focus
culture agile team player interviewing cost ms office Description Pakistan Machine Tool Factory
has a position of Recruitment & On boarding Specialist in its Head Office located at Landhi
Karachi (Only Karachi Based Candidates). Qualification: BE-Mechanical or MBA-HR
Experience: to years of relevant experience of managing complete Recruitment and On
boarding cycle preferably in the Electrical/Mechanical Engineering company in Karachi. Job
Responsibilities: To be a part of end-to-end Recruitment & Selection Cycle (Sourcing,
Headhunting, Initial Screening, conducting interviews, documentation and Final Offer) and
ensure that the teams are consists of the diversified set of individuals. To develop
Recruitment plan and sourcing strategies with the specialist's skill sets and quality of the
candidates. To be able to conduct various type of Job Interviews and Assessment for the
various positions. To analyze the staffing needs and develop the continuous Talent Pipeline
and a robust Talent database in order to fill the critical positions in the specified deadlines
and meet the future hiring needs. To be a part of Recruitment Drive, Job Fairs in order to
attract the top talent for Internship and Management Trainee Programs in the

organization and to maintain the Professional relationship with the placement department of the Universities/Institutes. Regularly evaluate sourcing channels critically with the help of data and analytics to support the strategy and drive hiring decisions. · To review the PRF and JD to understand the requirements of the role and determine the selection criteria of the candidates by liaising with the HODs. To develop the Onboarding process and make sure the onboarding experience of the new inductees is exceptional. · To work closely with the executive Team members to better understand the needs of the business and future goals. · To develop and maintain healthy and strong relationship with the business. · To complete the pre and post hiring documentation and update the new hire status in the system. In order to flourish and further develop in this role: Creative and Well-Organized individual You should have complete Business Acumen Complete understanding of Recruitment Cycle Be able to work independently with minimal supervision. Customer Focus and Sense of Urgency Result and Solution Oriented mindset Extrovert and Self Initiator Highly Passionate about your work Highly Ethical and Honest Individual Assertive and be able to Communicate effectively at all levels. Culture Agile and be able to work with diversified teams. Strong Team Player and understand the importance of Teamwork. Excellent Job Interviewing and Assessment Skills Diplomatic and maintain the Confidentiality at all cost Proficient with MS Office, familiarity with ATS Job Specification

Pakistan Machine Tool Factory is in search of talented and motivated individuals for the post of Recruitment & On Boarding Specialist in the field of Human Resources in one of their office located in Karachi - Pakistan. The ideal candidate should have mba-hr qualification and atleast 5 years of experience. The position require machine, factory, recruitment, specialist, head, office, mechanical engineering, part, selection, sourcing, screening, conducting interviews, documentation, final, quality, assessment, staffing, talent, pipeline, database, order, hiring, internship, management trainee, organization, professional, relationship, placement, data, analytics, support, strategy, review, liaising, onboarding, process, make, executive, business, post, system, creative, supervision, customer focus, culture, agile, team player, interviewing, cost, ms office mandatory skills.

This is a Full-Time morning shift job. About Pakistan Machine Tool Factory internship HR department- (Project Based) Qualification: BBA/ MBA-HR Experience: Preferably experience of managing (Personal Files of the employees and Data Management) in the HR department of the reputable organization. Stipend 12,000/- pm + Lunch Tenure: 8 to 12 weeks Days: Mon to Fri Time: 8:00 am to 4:00 pm Good IT Skills (MS. Word and MS. Excel) Candidates who are living in the vicinity of Malir, Landhi, Korangi or adjacent

areas shall be given preference.

#J-18808-Ljbffr

[Apply Now](#)

Cross References and Citations:

1. [Recruitment & On Boarding Specialist Jobs Karachi Division ↗](#)
 2. [Recruitment & On Boarding Specialist Jobs Karachi Division ↗](#)
 3. [Recruitment & On Boarding Specialist Jobs Karachi Division ↗](#)
 4. [Recruitment & On Boarding Specialist Jobs Karachi Division ↗](#)
 5. [Recruitment & On Boarding Specialist Jobs Karachi Division ↗](#)
 6. [Recruitment & On Boarding Specialist search Karachi Division ↗](#)
 7. [Recruitment & On Boarding Specialist job finder Karachi Division ↗](#)
1. [Recruitment & On Boarding Specialist jobs ↗](#)
 2. [Recruitment & On Boarding Specialist jobs ↗](#)
 3. [Recruitment & On Boarding Specialist jobs ↗](#)

Source: <https://pk.expertini.com/jobs/job/recruitment-on-boarding-specialist-karachi-division-about-pakistan-1398-26220/>

Generated on: 2024-05-06 by [Expertini.Com](#)