

Recruitment Specialist

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Company: AffinityVibez

Location: Lahore

Category: other-general

Job Duties and Responsibilities: 1. Must assist HR managers with the daily HR operations and processes. 2. Develop strategies and implement changes that improve job knowledge. 3. Collaborate with the Manager to systematically manage the business's HR policy 4. Managing employee's issues and complaints. 5. Assist the HR department in the hiring process. 6. Need to source the candidates from the various recruiting agencies and the ads posted online. 7. Must be good in conducting telephonic interviews and face to face interviews. 8. Adhering to all the company's rules and regulations. 9. Working experience with the Human Resources Management software like SAP, HRM will be preferred. Required

Skills: Excellent interpersonal skills to help tackle challenges. Ability to delegate tasks to the HR team according to their priority. Thorough understanding of the company's HR policies and processes. Exceptional active listening skills. Good conflict resolution abilities. Ability to work as a part of a team. Positive, go-getter attitude. Strong English communication skills.

Salary + Benefits: Salary (As per the Interview). EOBI. Monthly Performance based Bonus. Appreciation based Lunch/Dinner/Trips. Bi-Annual Increments + Performance-based Increments on Salary. for more details, contact us at career@affinityvibez.com

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