

Senior Associate People & Culture

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Company: Walee

Location: , , Pakistan

Category: other-general

We are seeking a dynamic and experienced Senior Associate to lead our organisation's efforts in fostering a positive work culture, enhancing employee engagement, and overseeing human resources and administrative functions. The ideal candidate will be a strategic thinker, adept at building strong relationships, and capable of effectively balancing both people-centric and operational responsibilities.

Duties & Responsibilities:The key responsibilities of this position are:Support the implementation of Walee's People and Culture strategy.Assist in aligning Walee's medium and long-term goals with people and culture priorities.Analyse the business landscape and provide valuable insights and advice for day-to-day operations and future decisions.Conduct basic analysis of people-related data and trends to inform strategic actions when needed.

Organization Development & CultureContribute to the development of a robust culture through role modelling company values and the behaviours which drive this culture.Work in partnership with Walee's Marketing and Communications team on effective internal communications in support of organisational development.Lead initiatives to enhance employee engagement, satisfaction, and well-being through effective communication, recognition programs, and opportunities for professional growth.Act as a trusted advisor to employees, providing guidance on various employee well-being matters.Enhance Employee Value Proposition for effective candidate attraction and implement innovative talent management practices.Handle employee relations issues, conflict resolution, and conduct investigations as needed.Manage regional HR operational matters and provide support to headquarters.

Skills and Qualifications:Bachelor's degree in Human Resources, Business Administration, or a related

field (Master's degree preferred). Proven experience 5-10 years of experience in human resources management, with a focus on organisation development, people and culture. Exceptional interpersonal and communication skills, with the ability to build rapport at all levels of the organisation. Excellent organisational and multitasking skills, with a keen attention to detail. Proficiency in HRIS systems and Microsoft Office Suite. Professional certifications such as SHRM-CP or PHR are a plus. Compensation Market-competitive remuneration and benefits based on seniority and contribution.

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