

## Senior Executive HR

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Company: ASK Development

Location: Islamabad

Category: office-and-administrative-support

Senior Executive HR ASK Development, Pakistan Pre-Screening Calls / Initial Interviews.Client Coordination.HRMIS (Weekly counter check database (Online HR Solution).Daily basis record maintains Addition & Deletion employees.Dealing with Health Insurance & Life Insurance.Daily basic HR operations.EducationBBA/MBA with majors in HR with 2-3 years' experience in HR domain.Other SkillsExcellent communication skills both written and verbal.Ability to take decisions independently.Problem-solving skills.Highly organized and detail oriented.Proficiency in MS Office is a must.Other TermsThe position is Islamabad based.Age limit 25-35 years.Benefits: Attractive salary package and other benefits will be offered.Female candidates are encouraged to apply.All Candidates may apply online through ASK website till 25th August 2018.Job SpecificationBBA/MBA in HRExcellent communication skills both written and verbal.Ability to take decisions independently.

#J-18808-Ljbffr

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