

Senior Executive HR

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Company: ASK Development

Location: Islamabad

Category: other-general

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.

Education

BBA/MBA with majors in HR with 2-3 years' experience in HR domain.

Other Skills

Excellent 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 Terms

The 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 Specification BBA/MBA in HRM

Excellent communication skills both written and verbal.

Ability to take decisions independently. #J-18808-Ljbffr

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