

## Talent Acquisition Specialist

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Company: Institute of Performance Management

Location: Sialkot

Category: office-and-administrative-support

**Job Description**Collect relevant data for manpower planning as per given instructions and submit to HRBP.Perform recruitment activities only for planned and budgeted positions in organogram.Provide required manpower on time in assigned departments.Organize selection interviews for all positions.Assist in execution of annual “Management Trainee Officer” (MTO) Program as per policy and procedure.Coordinate effective and fair new employee orientations and fully comply with established orientation process.Conduct effective and fair new employee orientations of assigned new joining(s).Give suggestions and new ideas to improve orientation program.Prepare files of new employees as per Employee Records Administration Policy and hand over to Payroll & Benefits Specialist.**Job Specification**1. Hands on recruitment experience in textile or apparel sector.2. Interviewing skills.3. HR record keeping.**Job Rewards and Benefits**Accommodation,Gratuity,Health Insurance,Leaves,Medical #J-18808-Ljbffr

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