

HR Executive – Post 1

Duties and Responsibilities:

- Monitor and ensure leave and attendance management.
- Assist in overall cycle of Training & Development and implementation of Individual Development Plans (IDPs). Keep liaison with Training institutes and support in preparation of annual training calendar for employees.
- Responsible for execution of performance management related activities.
- Arrange onboarding of new hires, Orientation and provide support during the recruitment process.
- Assist in tasks related to succession planning and talent pipeline.
- Maintain inventory of Job descriptions and assigns the Job Classification.
- Support the development and implementation of HR initiatives and HR Info. Systems.
- Create filling system and maintain record with proper referencing.
- Assist the immediate line manager in day to day job of the department.

Minimum Qualification:

Bachelor's degree in HRM or relevant field from a university recognized by the HEC.

Minimum Experience:

Four (04) years' post-qualification experience in HR domain in a local or Multinational Organizations of repute. Preference will be given to candidates having experience in Oil & Gas sector.

Required Skills:

- People Management Ability.
- Effective communication skills, both verbal and written. □ Ability to integrate employees in the organizational culture □ Ability to use own initiatives and be self-motivated.
- Know-How of Human Resource Information Systems
- Be a Team player
- Relationship Management

Maximum Age:

- 40 years