

HR EXECUTIVE

1. JOB DETAILS:

Position Title:	HR Executive
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2. JOB OBJECTIVE:

HR Executive will be responsible for managing every aspect of the employment process, including support in recruitment, orientation of new staff, performance management, training & development and payroll. The incumbent will ensure the maintenance of HR database and personnel files.

3. KEY ACCOUNTABILITIES:

- Arrange onboarding of new hires, orientation and provide support during the recruitment process.
- Monitor and ensure vigilance of staff and leave and attendance management.
- Arrange official meetings, interviews, prepare meeting rooms and arrange hospitality.
- Maintain and update leave records of employees.
- Support the development and implementation of HR initiatives and systems.
- Assist in performance management related activities.
- Assist in overall cycle of Training & Development and implementation of Individual Development Plans (IDPs).
- Assist in tasks related to succession planning and talent pipeline.
- Maintain inventory of Job descriptions and assigns the Job Classification.
- Create a filing system and maintain all records with proper referencing.
- Assist the immediate line manager in day to day job of the department.

4. QUALIFICATION & EXPERIENCE:

Minimum Qualifications:

- 16 years of Education with Bachelors or Master's degree in HRM or relevant field

Minimum Experience:

- 04 years of relevant experience in HR domain in international, government, semi-government or large commercial organizations of repute.
- Oil & Gas shall be preferred.

5. COMPETENCIES:

Behavioral Competencies:

- Competitive Emotional Intelligence Ability
- People Management Ability
- Ability to integrate employees in the organizational culture
- Effective communication skills, both verbal and written.
- Ability to use own initiatives and be self-motivated.

Technical Competencies:

- Organizational Development Skills
- Know-How of Human Resource Information Systems
- Compensation and payroll management
- Talent Acquisition
- Team Work
- Problem Solving
- Knowledge of HR policies and procedures
- Relationship Management

6. AGE LIMIT

- 40 years

7. GENERAL INFORMATION:

- The position is based in Islamabad.
- We are an Equal Opportunity Employer. Women, Transgender persons and candidates belonging to minorities are encouraged to apply.