

*Job title: HR Officer*

*Location: Sukkur/Khairpur*

*Category: Office Jobs*

*Job Type: Full-time*

*Departments: Human Resource Department*

***Daily job duties and responsibilities of HR Officers include:***

- Answering employee questions
- Processing incoming mail
- Creating and distributing documents
- Serving as a point of contact with the HR person located in the Head Office.
- Maintaining computer system by updating and entering data
- Compiling reports and spreadsheets and preparing spreadsheets

***Recruitment/New Hire Process***

- Participating in recruitment efforts
- Posting job ads and organizing resumes and job applications
- Scheduling job interviews and assisting in interview process
- Ensuring background and reference checks are completed
- Orienting new employees to the organization (setting up a designated log-in, workstation, email address, etc.)

***Payroll Administration***

- Processing payroll, which includes ensuring vacation and sick time are tracked in the system
- Facilitating resolutions to any payroll errors

***Record Maintenance***

- Maintaining current HR databases
- Updating and maintaining employment status, and similar records

***Key skills for HR officers***

- Teamwork skills
- Interpersonal skills
- Meticulous attention to detail
- Numerical skills

- IT skills

***Eligibility criteria:***

Should at least be a bachelors with majors in Human Resource, with preferably minimum 1 to 2-year work experience.

Interested candidates may apply on the following email address:

info@charterforcompassion.org.pk

Only shortlisted candidates will be called for an interview.