

HUMAN RESOURCE ASSOCIATE

QUALIFICATION AND EXPERIENCE

- Minimum BBA or BS with specialization in HR.
- Has at least 1 year experience as HR Associate or similar role.
- Has extensive knowledge of all HR functions.
- Excellent written and verbal communication skills.
- Good interpersonal skills with the ability and willingness to work both individually and as part of a team.

JOB DESCRIPTION

This person will be responsible for:

- Recruiting and interviewing potential applicants on experience, skills, and education.
- Administer staff attendance and conduct efficient payroll process.
- Organizing and managing new employee orientation and on-boarding programs.
- Updating job requirements when needed.
- Contacting applicant's references.
- Explaining and providing information on employee benefits, programs, and education
- Administering and advising on company benefits
- Covering all legal compliance for human resource requirements.
- Maintaining employee records and paperwork.
- Answering employee questions and addressing employee concerns for smooth working relations.
- Representing employer in community and recruiting events.
- Bring improvements in the HR processes with respect to latest trends in industry.

Location: II Chundrigar, Karachi

Salary: PKR 25k-35k (Depending on Qualification and Experience)

If you believe you are the right person or know such person, send your resume at hr@charterforcompassion.org.pk with subject **HR Associate**.

NOTE: Emails without subject line will not be taken into consideration.