



About CarFirst: CarFirst is transforming the way cars are traded in Pakistan with a network across the country and aspirations to expand geographic footprint locally and internationally. CarFirst is a very well-funded organization. We are in operation since 2016 and have been able to raise two of the largest VC investment rounds from some of the most prestigious investors from across the world.

Duties and Responsibilities:

- Be a strategic partner for the assigned business functions while ensuring they get day to day support in operational issues.
- Focus on being a trusted partner for the managers and employees in the assigned teams. Be their contact person from HR.
- Align departments with policies of the Central HR Team. Ensure all policies and guidelines are being implemented and followed within the teams.
- Conduct meetings on a regular basis with the relevant business functions.
- Keep a check on headcounts for the relevant teams and have it aligned with the assigned headcount totals.
- Be responsible for complete offboarding for the assigned business units.
- Maintain updated org charts for the relevant teams.
- Partner with the HR team and the business function in implementing and executing performance management cycles and employee engagement activities.
- Work closely with the management and the employees to ensure better employee productivity and morale.

What are we looking for:

- Educational Requirement: Bachelors/Masters preferably in HR
- 4 - 5 years of experience within HR
- Experience in leading a team or people management would be preferred
- Someone having strong business acumen
- Having high sense of responsibility and loves to take full ownership of projects
- Someone having great communication skills and a can do attitude
- Someone passionate about creating a mark in an extremely fast paced environment

What do we offer:

- A unique experience in an entrepreneurial, yet structured environment.
- The opportunity to become part of a highly professional and dynamic team working on the best practices from around the world.
- An unparalleled personal and professional growth as our longer-term objective is to train the next generation of leaders for our future internet ventures.
- Local and international exposure with our partner ventures and global offices.

Location: Karachi/Lahore/Islamabad

Interested candidates can apply on: <https://careers.carfirst.com/job/hr-business-partner>