



Assistant Manager – Human Resource

Last Date to Apply:	15- February -21
No of Vacancies	01
Salary Range	50k-60k
Direct Reporting to	Head of Human Resource
Education:	MBA Human Resource
Special Education	CIPD / SHRM certified would be a plus
Experience	Preferably 4 to 5 year of HR experience & min 1 year managing team
Job Description:	<ul style="list-style-type: none"> • Assist Head of HR in carrying out daily / monthly / annual HR goals and activities smoothly. • Recommend and implement approved human resource policies, procedures and manual. Update SOPs as well. • Maintaining and handling the company's health and group life insurance policy as well assist in renewals. • Handle Recruitment & selection for all departments as well as conduct orientations to new joiners. Ability to negotiate when placing offer and benefits. • Plan, connect, and participate in various Job fairs, recruitment drives, HR seminars, etc. • Facilitate in quarterly and annual performance appraisals for PMEX staff. Ability to work on bell curve method. • To maintain the approved system for review of staff remuneration levels and the job evaluation systems in Talent Management system and provide monthly HR MIS. • Organizing and Maintaining Employee files & Update HR Management System on a regular basis. • Prepare Monthly Payroll and include supporting document and data (absence, bonus, leaves etc.) • Draft Employment Letters and update forms as and when required. • Ability to plan, organize, and execute employee engagement activities throughout the year. • Ability to assist in handling audit and compliance related matters. • Any other task assigned by the Head of Department.
Skills:	Excellent verbal and written communication skills, letter drafting, Microsoft Word, PowerPoint, Excel, email writing, negotiation skills, solution oriented, technology driven, people management, interviewing skills, attention to detail, analytical minded, empathetic, tolerant, full of patience
Email:	Candidates Shall forward their Profiles at careers@pmex.com.pk