



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:

- Managing end-to-end Recruitment; advertising of vacancy, candidate sourcing, behavioral interviews, salary negotiation, orientation & on-boarding of all new employees.
- Coordinate with hiring managers to identify staffing needs
- Promote diversity awareness in hiring practices
- Mentor managers on employee development best practices
- Partner with leadership to develop succession plans.
- Maintains the work structure by updating job requirements and job descriptions for positions in Karachi
- Lead employer branding initiatives
- Conduct various Employee Engagement Activities to create an enabling and encouraging work environment.
- Conducting employee performance reviews for Karachi
- Employee grievance handling
- Designing better ways for building employee morale and productivity
- Managing all HR operational work in South region
- Be contact point for all South region HR related issues.
- Implement and manage reward management system at Carfirst
- Find bottlenecks in HR processes and suggest improvements where needed

Who are we looking for:

- Preferably Masters in Human Resources Management
- Experience Required: 3- 4 years
- Strong leadership skills
- Excellent communication skills
- Should have analytical skills
- Must have proactive nature and a 'hit the ground running' mindset
- Excellent interpersonal skills
- Meticulous attention to details

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
- Benefits: PF, Group Medical, EOBI etc.

Compensation: **PKR 100,000/ month- PKR 120,000/ month**

Location: Karachi.

Interested candidates can apply on

<https://fcg.bamboohr.com/jobs/view.php?id=321>