

14-03-2022



Dear All,

A leading ICT system, software application, Integrated Communication Systems, and Service Provider in Pakistan is looking for **MTO-Human Resources** for its **Karachi** office.

**Company Profile:**

ISA Ltd. has more than 25 years of expertise in Designing, Engineering, Integration, Commissioning, Information Security, Installation of Software Applications, and Network Services, and around 10 years of experience in software solutions, logo and web designing, ERP system, Mobile application development, and video teleconferencing.

<b>Job Title:</b>	MTO-Human Resources	<b>Job Code:</b>	HRT0322
<b>Location:</b>	Karachi	<b>Experience:</b>	Fresh
<b>Apply Before:</b>	March 16, 2022	<b>Qualification:</b>	Graduate

**Job Specification:**

- Good Communication Skills
- Basic MS office
- Can do attitude

**Job Description:**

- Managing all HR related records
- Keeping employee records (Online and Manual files)
- Managing Attendance system
- Supporting senior employees in recruitment and on-boarding process
- Taking care of all Admin duties of 3rd floor

The company offers a market-oriented salary package with ample opportunity for creativity and career growth.

Apply at [hr@comstar.com.pk](mailto:hr@comstar.com.pk) (Please mention Job Code in Subject)

