



Merit Packaging is a well-known name in the printing and packaging industry of Pakistan since the last three decades. Merit Packaging is an ISO certified public limited company, proudly associated with the Lakson Group of company.

WE'RE HIRING!

Project Trainee - HR
(Karachi Based)

Job Summary

- Conduct an internal audit of employee files.
- Support in compiling and updating employee records.
- Support in digitizing and out-sourcing projects.
- Manage Time Management Software.
- Perform other duties assigned by HR head.

Education - BBA/ MBA in HR

Experience - Fresh graduate.

Skills:

- Able to develop effective working relationships.
- Must be persuasive/ assertive with a can-do attitude.
- Excellent communication skills.
- Excellent time management and organizational skills.
- Hands on experience with MS Office - Word & Excel.



Merit Packaging is an equal employment opportunity provider.

 www.meritpack.com



Interested candidates can share their profiles on hr@meritpack.com with subject line "Project Trainee - HR"

