



SHAHEEN FOUNDATION-PAF CAREER OPPORTUNITY

DEPUTY ASSISTANT DIRECTOR (ADMIN, HR & SECURITY)

Head Office Shaheen Airport Services Karachi, Project of Shaheen Foundation PAF, is interested in hiring of **Deputy Assistant Director (Admin, HR & Security)**.

Qualification, Responsibilities & Skills

- MBA / BBA (HRM) with proficiency in MS Office with minimum 2-5 years work experience.
- Maintaining employee records (soft and hard copies)
- Assisting in payroll preparation by providing relevant data, like absences, bonus and leaves
- Prepare paperwork for HR policies and procedures
- Good working knowledge of Microsoft Office
- Well versed with ERP environment

Applications along with CVs, photocopies of qualification/ experience certificates should reach the undermentioned address latest by **16th October, 2023**.

Director Admin, HR & Welfare
Head Office Shaheen Foundation, PAF
Sector E-9, Islamabad.
E-mail. ad.hr@shaheenfoundation.com
Tel: 051-8354311-20