



Executive Compensation & Benefits

Human Resources Department

Qualification & Experience:

MBA with 02 years of relevant experience.

Key Responsibilities

- Oversee various payroll-related tasks, such as managing time and attendance, handling overtime, administering loans, and managing employee shift rosters and issue salary slips following payroll distribution
- Execute routine HR functions, including employee confirmations, trainees evaluations, supplying information related to EOBI and SESSI, and maintaining records of employee leave and late arrivals on a daily basis.
- Maintain an Excel-based dashboard to track all current and departing employees.
- Develop and manage the HR budget.
- Administer the company's health and life insurance programs.
- Perform exit analysis and process final settlements for departing employees.
- Knowledge of SAP-HCM will be an added advantage.



Port Qasim, Karachi.

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