



Islamabad

We Are HIRING

Join Our Team

POSITION TITLE :

**Executive –
HR Operations**

REQUIREMENTS:

- BBA / MBA - HRM from reputable University.
- 4 - 5 years of relevant experience.

APPLY NOW :

jobs@imtiaz.com.pk >>

RESPONSIBILITIES :

- Support the development and implementation of HR initiatives & systems.
- Provide counseling on policies and procedures.
- Ensuring Probation cycle is initiated with in due time frame.
- Compiling and presenting information as per the Instructions of Line Manager.
- Cope up with employee recognition program monthly in coordination with respective line managers for feedback and nominations.
- Organize employee engagement activities as per the Instructions of Line Manager.
- Support the management disciplinary and grievances issues.
- Maintain employee attendance & leave management as per company policy.
- Works effectively as a team member with other members of management and the HR staff.
- Any other relevant tasks as per the Instructions of Line Manager.

BENEFITS



Excellent Salary



Family Medical Insurance



Life Insurance



Annual leaves



Provident Fund



Bonus