

We Are

HIRING



HR Officer

Requirement:

- ✓ MBA/BBA (HR)
- ✓ 0-1 Year experience
- ✓ Food/FMCG Industry preferably

Key Responsibilities:

- Assist in the recruitment and onboarding process of new hires*
- Design job ad and advertise on social media*
- Ensuring accurate and proper record-keeping of employee information*
- Assist to develop Training programs*
- To issue all HR related letters*
- To perform all HR operational tasks from employee induction to employee exit*

 careers@innovativebiscuits.com

 Head Office, Lahore

Females are encouraged to apply