

## CAREER OPPORTUNITY

### SENIOR HR OFFICER/ HR OFFICER



#### Payroll / Compensation & Benefits

##### Key Responsibilities

- Process employee payroll accurately and on time.
- Maintain and update payroll records, ensuring data integrity.
- Address employee payroll inquiries and resolve any discrepancies.
- Collaborate with recruitment and finance teams to ensure accurate payroll processing.
- Assist in payroll reporting and analysis as needed.
- Support HR initiatives related to compensation and benefits.

##### Requirements and Skills

- Bachelor's/ Master's degree in Human Resources, Finance, Accounting, or a related field.
- Previous experience in payroll administration or a similar role is a plus.
- Strong knowledge of payroll processing software and Microsoft Excel.
- Excellent attention to detail and accuracy.
- Strong communication and problem-solving skills.
- Ability to maintain confidentiality and handle sensitive information.
- Team player with a positive attitude and strong work ethic.

#### Recruitment / Operations

##### Key Responsibilities

- Managing end to end recruitment process.
- Collaborating with hiring managers to understand their staffing needs and develop job descriptions.
- Sourcing and attracting candidates through various channels.
- Screening resumes and conducting initial interviews.
- Coordinating and scheduling interviews with hiring managers and candidates.
- Managing the offer process and onboarding new employees.
- Maintaining accurate records and documentation of recruitment activities.
- Create Experience Letters

##### Requirements and Skills

- Bachelor's/ Master's degree in Human Resources.
- Work experience of 6 months – 1 year in relevant field.
- Strong knowledge of recruitment processes, tools, and best practices.
- Exceptional communication and interpersonal skills.
- Excellent organizational and time-management skills.
- Ability to work effectively in a team and independently.
- Strong attention to detail and a result-oriented mindset.

Eligible candidates may send their CVs to [careers@zu.edu.pk](mailto:careers@zu.edu.pk)

**LAST DATE TO APPLY: NOVEMBER 24<sup>TH</sup>, 2023**