



KIPS
EDUCATION
SYSTEM

**NATION DEVELOPMENT THROUGH
QUALITY EDUCATION**

WE ARE **HIRING**
Recruitment Executive

RESPONSIBILITIES:

- Source & identify potential candidates
- Conduct initial screenings & interviews
- Collaborate with hiring managers to understand staffing needs
- Manage the end-to-end recruitment process
- Build & maintain a talent pipeline for future hiring needs
- Stay updated on Market trends & best practices in recruitment

REQUIRED PERSONALITY TRAITS:

- Master's / Bachelor's degree in HR, Business, or a related field
- Proven experience in recruitment, talent acquisition, or a similar role
- Strong communication & interpersonal skills
- Ability to work effectively in a fast-paced, team-oriented environment
- Proficiency in using recruitment software & tools
- Knowledge of employment laws & regulations



SEND YOUR CV AT

✉ careers@kips.edu.pk | 📞 03450900400 | 0346 0031522

Apply at Earliest



📍 KIPS Corporate Office | 5/6 D1 Khayaban-e-Firdusia, Shoukat Khanam Road Near Hockey Stadium Johar Town, Lahore.