



Head Office

We Are HIRING

Join Our Team

POSITION TITLE :

**Officer - Talent
Acquisition**

REQUIREMENTS :

- MBA – HRM / MPA from reputable University.
- 1 - 2 years of relevant experience.

APPLY NOW :

jobs@imtiaz.com.pk >>

RESPONSIBILITIES :

- Working with Manager Talent Acquisition on recruiting planning.
- Attracting applicants by placing creative job advertisements on different platforms include, professional forums, social media, newspaper and etc.
- Hunting and tapping the potential candidate by using different mediums.
- Conducting interviews for the position according to the competency-based criteria.
- Maintaining and managing Data pool for every position according to the provided Data Sheet format.
- Develop a pool of qualified candidates for future openings.
- Conducting the Exit Interview and its analysis for presenting the outcome to the management.

BENEFITS



Excellent Salary



Family Medical Insurance



Life Insurance



Annual leaves



Provident Fund



Bonus