



## Management Trainee **Human Resource** (Mill Based Position-Port Qasim)

### Education & Experience:

Graduates / Masters (BBA/MBA) with Specialization in HR –Fresh

### Key Responsibilities:

- Assist in the recruitment process, including job postings, resume screening, coordinating interviews and participate in on-campus recruitment events and Job fairs.
- Coordinate with hiring managers to understand staffing needs and requirements.
- Support training initiatives, including coordinating training sessions and tracking employee development progress.
- Support in Company's Event/Festive Celebrations & Newsletter development.
- Support benefits enrolment procedures, such as health and life insurance and address basic benefits-related inquiries from employees.
- Coordinate with line managers for employee's attendance, overtime and other details.
- Assist in maintaining HR databases and files.

## Port Qasim, Karachi

Send us your resume at [careers@bishasteel.com](mailto:careers@bishasteel.com) with position title in subject line