

Deputy Manager - Human Resources

Reports to: Manager Operations & Accounts

Key Responsibilities:

- Assist in the development and execution of HR policies and procedures in alignment with company goals and legal requirements.
- Oversee recruitment processes, including job postings, candidate screening, and interview coordination.
- Manage employee onboarding and offboarding processes, ensuring a smooth transition for new hires and departing employees.
- Act as a point of contact for employee inquiries and concerns, providing guidance and resolution in a timely manner.
- Provide support and training to managers on performance management best practices.
- Identify training needs and coordinate the development and delivery of training programs to enhance employee skills and career growth.
- Ensure compliance with labor laws, regulations, and company policies.
- Prepare and maintain accurate HR reports and records, including employee data, turnover rates, and training metrics.
- Contribute to HR projects and initiatives aimed at improving HR practices and enhancing employee engagement.
- Participate in the development of HR strategies and contribute to the implementation of new HR systems or tools.
- Work closely with the HR and other departmental leaders to align HR practices with organizational goals.

Qualifications:

- Bachelor's/ Master's degree in Human Resources, Business Administration, or a related field.
- Minimum of 3 years of HR experience, with a focus on employee relations, recruitment, and performance management.
- Proficient in HR software (Resourceinn Software) and Microsoft Office Suite (Word, Excel, PowerPoint).
- Excellent interpersonal and communication skills, with the ability to build relationships and handle sensitive situations.
- Strong organizational and problem-solving skills, with attention to detail and the ability to manage multiple priorities.

JOB LOCATION: Commercial Plaza No 50-CCA, Phase 6, DHA Lahore.

Job Timings: 09:00AM-05:00PM, Monday to Friday.