

CAREER OPPORTUNITY

Senior Manager (Human Resources)

Position Based in	: Karachi – Pakistan
Gender	: Either (Preferably female)
Age	: Not more than 35 years (Preferably)
Qualification	: Min. Bachelor's degree (16 years of education) in HR, Business Administration, or a related field. Professional certifications like SHRM-SCP/GPHR certifications will be preferred
Professional Experience	: 5 to 7 years experience of HR Operations, at least 04 years at a Management Level position

Responsible for managing the organization's most valuable asset – its people – and ensuring that the workforce is effectively recruited, developed, engaged, and retained to drive business success.

Key Accountabilities / Responsibilities

- Oversee the recruitment and selection process, ensuring that the organization attracts and hires qualified candidates for open positions.
- Handle employee grievances, conflicts, and concerns, striving to maintain a positive and productive work environment.
- Conduct TNA at organizational level, develop and implement training programs to enhance the skills and competencies of employees, fostering their professional growth and development.
- Manage employee compensation, including salaries, bonuses, and benefits packages, ensuring that they are competitive and align with organizational goals.
- Ensure compliance with labor laws, regulations, and company policies, minimizing legal risks and liabilities for the organization.
- Play a key role in organizational development initiatives, such as succession planning, leadership development, and change management.
- Develop strategies to enhance employee engagement and morale, promoting a positive company culture and reducing turnover.
- Contribute to the development and implementation of HR strategies that align with the organization's overall goals and objectives.
- Any other work assigned by the Management.

Required Skills

- Should be well aware of Labor Laws / Employee Relations systems
- Excellent training, coaching & presentation skills
- Proficiency & ability to handle HRIS/ERP processes and systems
- Excellent analytical, communication, and project management skills
- Must be quick and possess strong problem-solving abilities

Interested candidates may apply at hr@security-papers.com