

Admin & HR Manager

Alfarid Corporation (AFC) is an equal opportunity employer. The position entitled '**Admin & HR Manager**' is contractual for a term of *at least 2 years*, including 3 months probation period. The position offers an annual growth of 7-10 percent.

Do not treat this position to be a stepping stone for your next job. Only apply if you are willing and able to competently complete at least 2 years' tenure.

Job Responsibilities

- Monitor monthly payroll process including timely disbursement, employee taxation matter etc.
- Supervise and maintain the Human Resource Management System including maintenance of personal files of staff.
- Supervise the recruitment & selection process including antecedent verifications, etc.
- Prepare and implement Admin and HR Policies & procedures across the company and preparations of job descriptions for various positions.
- Develop targets and KPIs for each staff in consultation with the respective department heads.
- Handle annual performance appraisal process for all staff.
- Supervise the exit process thought voluntary resignations or terminations.
- Conduct the capacity mapping of all staff members; identify the training needs assessment for each staff and conduct orientation and training activities for all employees.
- Coordinate / conduct management audits as per management instructions.
- Manage medical insurance matters and other benefits of the employees.
- Implement safety health measure within the company and ensuring safety of all assets of the company; ensuring foolproof security of company premises and staff.
- Maintain central filling system, sample room management, petty cash, stationary inventory, vehicle fleet, PABX system and procurement vendor management.
- Handle data back-ups and their safe custody in lockers.
- Handle travel and hotel arrangement of company officials both for domestics and international traveling.
- Handle all protocol related matters of the management and staff.
- Supervise media CSR, Security, traveling and all general administrative functions of the company
- Liaise with the government department, ministries, administrative offices and managing public relations.
- Liaise with other company departments, vendors, suppliers, government agencies to handle staff related matters.
- Provide overall admin support to the company.

ALFARID CORPORATION

P.O. Box 5683, Karachi 74000 Pakistan

URL: www.alfarid.org

Criteria

The candidate must

- Possess English writing and verbal communication skills.
- Preferable possess HR and Admin related experience.
- Supervise diligently as a team leader.
- Dress presentably.
- Be able to manage late working hours.
- Be well versed with MS Office.

Salary Package and Features:

- Basic pay *PKR 15-25K/month (may increase or decrease based on competency level)*
- Official fuel reimbursement.
- Official communication allowance.
- Annual Bonus.
- Export allowance.
- Personal Medical Insurance.
- Payment for extra working hours.
- Lunch.