

Job Title: Assistant Personnel / HR Officer

Main Job Tasks and Responsibilities

- Assisting management regarding staff recruitment, selection, staff service contracts, annual appraisals and general personnel matters.
- Maintaining Employees HR Data in Automated Payroll Software and other matter related to it.
- Liaison with other Sections, reviewing staff positions and preparation of staff list on monthly basis.
- Coordinate with EOBI / Social Security for acquiring employee cards and facilitating employee registration with these.
- Preparation and implementation of approved training plans and maintaining training records for employees.
- Maintenance of Personnel Files / Correspondence and filing of record.

Qualification & Key Competencies

- Candidate should be HRM Graduate., i-e Bachelors (HRM) / MBA preferable
- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- At least two years experience in the field of HRM
- Excellent verbal and non verbal communication skills (Urdu & English)
- On hand experience of basic computer and relevant software applications
- Sociable personality with good personal presentation
- Age limit (25 – 30) years

Send us updated CV with a colored photo before **13.07.2010** sharply.

ACE (Transportation Division)

45-L, Model Town Extension, Lahore

carears.acetd@gmail.com

www.acepakistan.com