

## **Job Description – HR Officer**

**Department:** Human Resources

**Location:** Lahore Pakistan with Remote support to London & Peshawar Office

**Reports To:** Director of Communications / HR Manager

### **Position Summary**

The **HR Officer** is responsible for managing day-to-day HR operations, ensuring smooth execution of recruitment, onboarding, attendance monitoring, employee relations, documentation, compliance, and coordination with management. The role requires a detail-oriented professional who can maintain HR systems, enforce policies, and support organizational growth through efficient people management.

### **Key Responsibilities**

#### 1. Recruitment & Onboarding

- Assist in hiring processes for different departments
- Post job advertisements, screen CVs, coordinate interviews, and prepare hiring documentation
- Conduct onboarding sessions and orientation for new employees
- Maintain updated employee records and personal files

#### 2. Attendance & HR Operations

- Monitor attendance, leaves, late arrivals, and absences through HR systems/ERP
- Prepare attendance reports and share with management when required
- Ensure compliance with office timings, policies, and discipline standards
- Handle employee queries regarding attendance, policies, and HR procedures

#### 3. Documentation & Compliance

- Prepare employment letters, contracts, confirmations, warnings, and official correspondence
- Maintain confidential HR records and ensure proper documentation standards
- Ensure compliance with company policies

#### 4. Performance Management

- Coordinate appraisal cycles and performance evaluation processes
- Compile appraisal forms, ratings, and manager feedback
- Prepare performance reports and support decision-making processes

## 5. Employee Relations & Support

- Address employee concerns professionally and confidentially
- Support conflict resolution and disciplinary processes when required
- Promote a positive work environment and professional culture

## 6. Coordination & Reporting

- Coordinate with different departments for HR-related requirements
- Prepare reports for management (attendance, hiring status, staff strength, etc.)
- Assist in HR planning and workforce forecasting
- Prepare weekly, monthly HR reports and maintain Dashboard for HR updates

## Required Qualifications

- Bachelor's or Master's degree in **Human Resources, Business Administration degree** from an **HEC-recognized institution**

## Experience Requirements

- **2–5 years** of relevant HR experience
- Experience working in **education, corporate service sector organizations** will preferred
- Familiarity with HR software i.e. oracle/ERP systems is an advantage