Job Description – HR Officer

Department: Human Resources
Location: Lahore Pakistan with Remote support to London & Peshawar Office
Reports To: Director of IT / HR Manager

Work Days: Monday to Friday (Onsite)
Timings:
Summer: 1:00 PM to 9:30 PM
Winters: 2:00 PM to 10:30 PM

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

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Consult will endeavor to contact shortlisted candidates within 14 days of the application deadline. If you do not receive any communication within this period, please consider your application unsuccessful on this occasion.