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** will support day-to-day HR operations, including recruitment, onboarding, attendance monitoring, employee documentation, and coordination with different departments. This position is exclusively for **fresh graduates** who are proactive, quick to learn, detail-oriented, and eager to build a career in Human Resources.

Key Responsibilities

1. Recruitment & Onboarding

- Assist with hiring processes for different departments.
- Post job advertisements, screen CVs, and coordinate interviews.
- Support onboarding and orientation of new employees.
- Maintain updated employee records and personal files.

2. Attendance & HR Operations

- Monitor attendance, leaves, late arrivals, and absences through HR systems.
- Assist in preparing attendance reports for management.
- Help communicate office timings, policies, and procedures to employees.
- Respond to employee queries regarding HR procedures.

3. Documentation & Compliance

- Assist in preparing employment letters, contracts, and official correspondence.
- Maintain confidential HR records and ensure proper documentation.
- Support the implementation of company policies and procedures.

4. Performance Management

- Assist in coordinating appraisal cycles and performance evaluations.
- Follow up with managers regarding evaluation forms and feedback.
- Help compile performance records and reports.

5. Employee Relations & Support

- Assist in addressing employee concerns professionally and confidentially.
- Support employee engagement activities and HR initiatives.
- Contribute to a positive work environment and professional workplace culture.

6. Coordination & Reporting

- Coordinate with departments regarding HR-related requirements.
- Assist in preparing weekly and monthly HR reports.
- Maintain HR dashboards and update employee information.
- Support HR planning and other administrative tasks as required.

Required Qualifications

- A Bachelor's or Master's degree in Human Resources, Business Administration with an HR specialization, or a closely related field from an HEC-recognized institution is mandatory.
- Only fresh graduates are eligible to apply.

Preferred Qualifications

- HR-related internships, certifications, or practical training will be considered an advantage.
- Familiarity with HR software or ERP systems is a plus but not mandatory.

Required Skills & Competencies

- Quick learner with a strong willingness to learn and develop professionally.
- Good verbal and written communication skills.
- Strong organizational skills and attention to detail.
- Proficiency in Microsoft Office, particularly Excel and Word.
- Ability to handle confidential information responsibly.
- Proactive attitude, teamwork, and problem-solving skills.

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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.