



Job Description

Functional Title	Officer HR Operation	Grade	OG II
Division	Human Resources	Function	HR Operation & Payroll
Location	Head Office	Job Type	Permanent
Reporting (Direct)	Head Human Resource	Reporting (Dotted)	-

Position Summary:

This position is responsible to handle and manage HR Operations and ensure that all aspects of payroll are processed correctly and on time. Also, responsible to provide seamless services to staff and to manage third party staff.

Key Responsibilities:

- Support Manager payroll & HR Operations
- Maintains payroll information in HRIS Implementation/renewal.
- Manage & Process Festival bonus as a final checker etc. payments, Process Retention & Salary Increase
- To Supervise collection of Objective / KPIs/ Goal Setting Forms/ Appraisal Cycle/ Promotions
- Succession planning
- Internal External Audit (KPMG etc) related with HR operations.
- Compliance & SBP Queries related with HR operations.
- Risk/Finance queries/data provision.
- Budget and Planning
- Montly Quarterly Reporting to Finance/Risk/ any other division
- Handle Attendance and Leaves monthly balancing
- Separation cases.
- Extracting and evaluating screening reports through auto compliance screening.
- Any other task assigned by the Line Manager.





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Position Specification(s):

Minimum Qualification	Minimum Bachelors preferably MBA in HR
Experience	3-5 years in HR preferably in Compensation & Benefits
Competencies Required:	Proficient with Microsoft Office, HRMS

Mubusher Hussain

Employee Name & Signature

Date:

Sakina Alam

Dept. / Div. Head (Sign & Stamp)

Date:

