

WE'RE HIRING

RECRUITMENT OFFICER



QUALIFICATION
Bachelors in HR
EXPERIENCE
0 - 2 Years
LOCATION
Karachi
GENDER
Female

RESPONSIBILITIES

- ❖ Preparing & posting job ads
 - ❖ Sourcing candidates
 - ❖ Interview scheduling
 - ❖ Offer placement & onboarding
- ❖ Maintaining employee database & documentation
- ❖ Coordination with clients
- ❖ Assisting in day to day HR operations

Send your profiles till
March 30, 2022



Steps Ahead
Private Limited