


# HR Officer

## Hijaz Teaching Hospital

	Total Positions: 1	Experience: 0-1 Years
	Gender: Male	Travel Required: Not Specified
	Min Education: BBA-MBA	Job Shift: Morning
	Career Level: Entry Level	Salary Range: PKR15000 - 16000/Month
Category/Industry: Human Resources		Max Age Limit: 22-25 Years
Posted on: 06 January 2017		Expiry Date: 06 April 2017
Job Type: fulltime		

### Job Description:

Hijaz Teaching Hospital is looking for HR Officer.

- Assisting in handling recruitment processes.
- Short listing of job applicants and interview scheduling.
- Assisting in on boarding of new joiners/interns.
- Assisting in exit process.
- Data entry and maintaining of all necessary employee records/files.
- Executing any other required operations.
- Understanding of employee Record keeping and Filing.
- Good working knowledge of MS word.
- Assist with day to day operations of the HR functions and duties

### Required Skills:

good working knowledge of ms word.

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