


Junior HR / Recruitment Executive

AUA Solutions

 Strategizing Processes & Technologies	Total Positions: 1	Experience: Not Specified
	Gender: Female	Travel Required: Not Specified
	Min Education: BACHELORS	Job Shift: Morning
	Career Level: Entry Level	Salary Range: PKR15000 - 20000/Month
Category/Industry: Human Resources		Max Age Limit: 20-30 Years
Posted on: 06 January 2017		Expiry Date: 06 March 2017
Job Type: fulltime		

Job Description:

AUA Solutions is Looking Junior HR / Recruitment Executive

- Being a full-service BPO shop, AUA Solutions provides a gamut of services that include; phone verification, phone-based contact research, contact (phone and email) list development, online data collection, data entry, data processing, web research, email marketing, virtual assistance, back office database cleansing and CRM management, as well as other back office and non-core functions for our clients worldwide. Our business model revolves around our corporate philosophy that is tied to our clients' bottom-line objectives which we try to achieve through high quality deliverables.
- Functions:
- Maintain, cleanse and update employee database on a daily basis
- Prepare, track, file and maintain employee letters and records.
- Counsel, Deal with grievances and implement disciplinary procedures;
- Create, update, maintain, and expand the company policies
- Work closely with cross functional teams; in a counseling role, assisting teams to understand and implement policies and procedures;
- Performing office based in-house job interviews and recruit ideal staff members for various jobs that shall include call center agents, research associates and IT personnel

Required Skills:

- Strong Communication Skills
- Microsoft Excel
- Microsoft Word
- Microsoft Outlook
- Hard work

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