

# Human Resources Specialist

21 Dyal Singh Mansion 57 Mall Road, Lahore  
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## Job Summary

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Vacancy :

Deadline : May 25, 2025

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Employment Status : Full Time

Experience : 3 - <5 Years

Salary :

Gender : Any

Career Level : Any

Qualification : Bachelor's degree in Human Resource Management, Business Administration, or a related field (Master's preferred)

## Job Description

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The Human Resources Specialist will support a wide range of HR functions including recruitment, employee relations, performance management, training & development, and compliance. The ideal candidate will have a strong understanding of HR best practices and labor laws in Pakistan and will contribute to the development of a positive organizational culture.

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## Key Responsibilities

- Assist in the recruitment process: posting job ads, screening resumes, scheduling interviews, and onboarding new employees.
  - Maintain employee records (soft and hard copies).
  - Support the implementation of HR policies and procedures.
  - Coordinate training and development initiatives.
  - Handle employee queries related to HR issues, policies, and benefits.
  - Support performance review and appraisal processes.
  - Maintain compliance with labor laws and organizational policies.
  - Prepare HR reports, metrics, and data analysis for management.
  - Foster a positive work environment aligned with Shehersaaz's mission and values.
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## Qualifications and Skills

- Bachelor's degree in Human Resource Management, Business Administration, or a related field (Master's preferred).
  - 2–4 years of experience in a similar HR role.
  - Solid understanding of labor legislation and HR best practices.
  - Excellent interpersonal and communication skills.
  - Strong organizational and time-management abilities.
  - Proficiency in MS Office and HRIS systems.
  - Discretion and confidentiality.
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## What We Offer

- A collaborative and mission-driven work environment.
- Opportunities for professional development and career growth.
- Market-competitive salary and benefits package.
- The chance to contribute to impactful urban development projects across Pakistan.

**Education & Experience**

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**Must Have**

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**Educational Requirements**

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Bachelor’s degree in Human Resource Management, Business Administration, or a related field (Master’s preferred)

**Compensation & Other Benefits**

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