

A leading Lahore-based company is seeking dynamic and experienced professionals to strengthen its Human Resources Department. We are hiring for the following key positions:

1. Manager Talent Acquisition

Key Responsibilities:

- Develop and execute recruitment strategies to attract top talent across all functions.
- Manage the end-to-end recruitment cycle including sourcing, screening, interviewing, and onboarding.
- Partner with department heads to forecast hiring needs and create effective manpower plans.
- Implement employer branding initiatives to position the company as an employer of choice.
- Build and manage relationships with head hunters, recruitment agencies, universities, and professional networks.
- Use HR analytics and recruitment metrics (time-to-fill, cost-per-hire, quality of hire) to improve hiring efficiency.
- Ensure compliance with labor laws, company policies, and fair hiring practices.

Qualifications & Skills:

- MS HRM, M. Phil HRM or MBA HRM.
- 8 - 10 years of progressive recruitment experience, preferably in industrial/manufacturing/large corporate setups.
- Strong knowledge of modern sourcing techniques, Applicant Tracking System - ATS and digital recruitment tools.
- Excellent communication, negotiation, and interpersonal skills.
- Ability to manage multiple vacancies under tight deadlines.

2. Manager HR Operations

Key Responsibilities:

- Lead HR operations including payroll, attendance, benefits administration, and HRIS management.
- Oversee employee life-cycle processes (joining, transfers, confirmations, exits).

- Ensure accurate and timely payroll processing in compliance with labor laws and company policies.
- Manage employee records, contracts, and statutory compliance (EOBI, PESSI, gratuity, WPPF).
- Handle HR reporting, analytics, and data-driven decision-making.
- Supervise grievance handling, disciplinary actions, and conflict resolution in line with labor law.
- Drive process improvements to enhance HR service delivery and employee experience.
- Ensure smooth execution of audits and internal controls related to HR.

Qualifications & Skills:

- MS HRM, M. Phil HRM or MBA HRM.
- 8 - 10 years 6–8 years of experience in HR operations within a reputable organization.
- Strong knowledge of HR policies, labor laws, and compliance requirements in Punjab / Pakistan.
- Proficiency in HRMS/ERP systems, payroll software, and MS Office.
- Excellent leadership, problem-solving, and organizational skills.

What We Offer:

- Market Competitive salary and benefits package.
- Professional growth and learning opportunities.
- A collaborative and inclusive work environment.



How to Apply:

Interested candidates are encouraged to send their updated CVs to:

WhatsApp: 0300 946 8738

Info@abbhrhub.com

Deadline: Tuesday, 30th September 2025



Only shortlisted candidates will be contacted.