



BLEED AI

<https://www.bleedai.com/jobs/hr-generalist/>

HR Generalist

Description

We are seeking a talented and motivated HR Generalist to join our team. The ideal candidate will have 1 to 2 years of experience in human resources and will be responsible for providing support in various HR functions. The HR Generalist will play a key role in recruitment, employee relations, performance management, and other HR-related activities.

Females are encouraged to apply.

Job Responsibilities

1. **Recruitment and Onboarding:**
 - Assist in the recruitment process by posting job advertisements, screening resumes, scheduling interviews, and conducting reference checks.
 - Coordinate new employee onboarding activities, including orientation sessions and the completion of new hire paperwork.
2. **Employee Relations:**
 - Serve as the main point of contact for employee inquiries and concerns, providing guidance and support as needed.
 - Assist in resolving employee relations issues, including conflicts and grievances, in a timely and professional manner.
3. **Performance Management:**
 - Support the performance management process by assisting in goal-setting, conducting performance reviews, and identifying training and development needs.
 - Maintain accurate records of employee performance evaluations and feedback.
4. **HR Administration:**
 - Maintain HRIS (Human Resources Information System) records, ensuring data accuracy and integrity.
 - Assist in the administration of employee benefits programs, including health insurance and leave management.
5. **Compliance:**
 - Ensure compliance with all applicable regulations, and company policies.
 - Assist in conducting audits and investigations as needed to ensure compliance and address any potential issues.
6. **Training and Development:**
 - Coordinate employee training and development initiatives, including scheduling training sessions and tracking employee participation.
 - Assist in the development and implementation of HR policies and procedures.

7. Administration:

Hiring organization

Bleed AI

Employment Type

Full-time

Job Location

Office #301, 3rd Floor, Plot #80-C,
Main Khayaban-e-Jami, Phase-VII,
DHA, Karachi, Sindh, Pakistan

Date posted

February 23, 2024

- Ensure the smooth operation of the office on a day-to-day basis, including managing office supplies, equipment and supervision of the office boy.
- Management of office day to day budget and expenses.
- Plan and execute Office events and fun activities to keep the employees engaged, healthy and build an interesting culture within the office.

Required Skill Set

1. Bachelor's degree in Human Resources, Business Administration, or a related field.
2. 1 to 2 years of experience in human resources, with a focus on HR generalist responsibilities.
3. Knowledge of HR best practices, employment laws, and regulations.
4. Strong communication and interpersonal skills, with the ability to interact effectively with employees at all levels of the organization.
5. Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
6. Proficiency in MS Office Suite and HRIS software.
7. Ability to maintain confidentiality and handle sensitive information with discretion.
- 8.

Job Benefits

1. Competitive Base Salary.
2. Executive level control and decision-making capabilities.
3. Opportunity to attend premium events as the face of the company.
4. Benefits, including paid leaves, health insurance, and other perks

Fill out the Google Form Below:

[call_to_action title="" message="" button_label="APPLY NOW" button_link="https://docs.google.com/forms/d/e/1FAIpQLSdJ7PPyr0CyQ6SXVPPCkJS1CD9mA6jt6qxocvYLhgnNwARkYA/viewform" button_target="_blank" __fw_editor_shortcodes_id="4c3ec9d05365dc39acabcb1c822fac37" __fw_coder="aggressive"][/call_to_action]