

## **JOB OPPORTUNITY**

### **Manager – HR Operations & Administration for Karachi Office**

We are seeking an experienced and dynamic **Manager HR Operations and Admin.** to oversee HR and administrative functions at our **Head office based in Karachi.** The ideal candidate will ensure seamless HR operations, compliance, payroll management, and office administration while fostering a safe and productive work environment.

#### **Some of the Key Roles & Responsibilities:**

##### **HR Operations:**

- Manage monthly payroll, employee compensation (salaries, bonuses), and benefits (health/life insurance, retirement plans).
- Ensure timely and accurate payroll processing, tax compliance, and alignment with labor laws.
- Ensure HR practices comply with relevant laws and company policies. Conduct regular audits and assessments to identify and mitigate risks.
- Maintain accurate records and ensure employees and managers follow compliant practices.
- Oversee onboarding of new hires, including documentation, orientation, and introduction to company policies.
- Manage off boarding processes, including exit interviews, final settlements, and issuance of experience letters.
- Maintain HR technology systems (payroll, employee tools) for efficient operations.

##### **Administration:**

- Develop and implement workplace safety policies, conduct safety training, and manage incident reporting.
- Supervise daily office operations, including maintenance, supplies, and equipment management.
- Oversee office and other premises maintenance, cleanliness, and repairs.
- Manage banking transactions and look after company properties, including Executive Committee houses.
- Negotiate and manage vendor contracts, ensuring competitive pricing for materials and supplies.
- Maintain office supplies inventory and ensure timely replenishment.
- Assist with construction or renovation projects as needed.
- Prepare supplier and reimbursement memoranda for payments, bills, and invoices.
- Handle petty cash payments and ensure proper documentation.

##### **Qualification & Experience:**

- Bachelor's/Master's degree in HR, Business Administration, or related field.
- 5+ years in HR operations and office administration, preferably in a managerial role.

##### **Skills:**

- Strong knowledge of payroll, labor laws, compliance, and HR tech systems.
- Excellent organizational, negotiation, and problem-solving skills.
- Proficiency in MS Office and HR software.

We offer an attractive remuneration package with fringe benefits and an environment conducive to career growth and advancement. Females are encouraged to apply.

***Interested candidates are requested to send their CVs at [careers@paklibya.com.pk](mailto:careers@paklibya.com.pk)***