



Ebony Holdings (Pvt) Ltd.



JUNIOR EXECUTIVE HUMAN RESOURCES

LOCATION - DEHIWALA

UNLOCK YOUR POTENTIAL - JOIN THE REVOLUTION TODAY!

DO YOU THRIVE IN A DYNAMIC ENVIRONMENT?

JOIN OUR TEAM AS A JUNIOR EXECUTIVE HUMAN RESOURCES AND MAKE YOUR MARK!

Key Roles

- Assist in recruitment processes, including resume screening and interview coordination.
- Handle employee onboarding and orientation programs.
- Assist in maintaining HR records and databases.
- Assist in Job Description (JD) preparation for all employees.
- Help to conduct mid and annual year appraisals for all employees
- Assist coordination of training and development activities of the organization.
- Assist in ensuring the company's HR policies and procedures are properly adhered to.
- Help with the implementation of HR programs and initiatives in compliance with legal requirements.

Requirements

- Bachelor's degree in Human Resources, Business, or a related field or equivalent professional qualification
- Excellent communication and interpersonal skills.
- Experience as a HR intern is a must.
- Sound knowledge in Microsoft suite
- Excellent command of English in both written and verbal
- As to be a team player

Why Join Us?

- Embrace a proactive role in fostering positive change within our dynamic fashion environment.
- Collaborate with fellow team members to influence the trajectory of our operations.
- Competitive compensation and growth opportunities are available for the ideal candidate.

VANTAGE™ | LUXURE™ | EBONY™

Send your CV to hr@ebonyholdings.com