

### **KEY RESPONSIBILITIES:**

- Handle recruitment, onboarding, and employee lifecycle processes
- Maintain HR records and ensure compliance with labor laws and company policies
- Assist in payroll processing, attendance tracking, and leave management
- Address employee queries and support performance management activities
- Conduct training programs and employee engagement initiatives
- Manage HR documentation, including contracts, policies, and memos

### **REQUIREMENTS:**

- Bachelor's degree or diploma in Human Resource Management or a related field
- Minimum 2 years of experience in an HR-related role
- Strong knowledge of labor laws and HR best practices
- Excellent communication and interpersonal skills
- Proficiency in MS Office and HR management systems
- Ability to work independently and handle confidential information with professionalism

# **WE ARE HIRING**

Vidma Engineering and Trading Co. (Pvt) Ltd is looking for a dynamic and experienced **HR Officer** to join our team! If you have a passion for human resource management and are ready to take on a challenging and rewarding role, we want to hear from you.

Send your CV to [vidma.hrdivision@gmail.com](mailto:vidma.hrdivision@gmail.com)

