

Elcardo Industries(Pvt) Ltd is well established manufacturing company and during our carrier of industrial business.

we were the first ever Roller Door Company to be awarded with **ISO 9001:2015** respectively nationally and internationally in recognition of the quality and the services that we have rendered to our valuable customers.

WE'RE *HIRING*

HR & PAYROLL ASSISTANT For **Nawala**

KEY RESPONSIBILITIES

- Payroll Processing & Compliance
- Assist in managing recruitment processes and job postings
- Support in maintaining employee records and HR documentation
- Assist in onboarding processes for new employees
- Contribute to HR administrative tasks and data management

REQUIREMENTS

- Currently pursuing a degree in Human Resources, Business Administration, or related field
- 1 - 2 Years Work Experience in Payroll & HR Administration
- Sound Knowledge of Payroll Related Information
- Proficiency in payroll software and Microsoft Excel (pivot tables, VLOOKUP, etc.).
- Candidates who can immediately join only are encouraged to apply
- Candidates who are close to Nawala are preferable
- The candidate should be age between 20 - 27 Years

An attractive remuneration package is on offer based on experience & individual skills

For those who are interested please apply with contact details of two non-related referees, along with your contact details and a passport sized photograph immediately to the **careers@elcardo.com**

HR Department
Elcardo Industries (Pvt) Ltd.
No:42, Narahenpita Road, Nawala. Tel: 071 307 3533
www.elcardo.com

"We thank all applicants but only those shortlisted will be informed of the outcome of their application"