



# WE'RE HIRING!

## ***Assistant Manager / Deputy Manager HR Operations***

**Department:** Human Resources

**Location:** Karachi

**Education:** Bachelors/Masters in Business Administration, HR or related field

**Experience:** 06 – 08 years in relevant field

**Deadline:** November 01, 2024

**Apply at:** [careers@1link.net.pk](mailto:careers@1link.net.pk)

*Female candidates are encouraged to apply.*





# Title: Assistant Manager / Deputy Manager – HR Operations



## Job Role & Requirements:

- Oversee end-to-end payroll management, ensuring timely and accurate salary disbursements and compliance with relevant regulations.
- Prepare and manage employee separations, ensuring the completion of full & final settlements.
- Process and manage carpool, TADA claims, and other reimbursements.
- Manage and process allowances such as meal allowances, gazette holiday allowances, and other additional allowances.
- Open and maintain digital accounts for confirmed employees through the JS Investment portal.
- Update and manage employee information on the EOBI portal.
- Manage and process ILOAN requests.
- Maintain and regularly update the HR master file.
- Assist employees with inquiries related to the employee portal, including salaries and overtime allowances.

*At I LINK we believe in equal opportunity & inclusivity for all. We encourage our employees to live a healthy life & work to the best of their potential. For employees to give their best, we offer:*

- ① *Modular working options such as flexi-hours*
- ① *Continuous training and development*
- ① *Quarterly bonuses*
- ① *Heavily subsidized lunch and club facilities*
- ① *Employee educational support*
- ① *Performance bonuses*
- ① *Carpool incentive*
- ① *On premises gym facility*
- ① *In-person/online doctor consultation facility*

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