

**JOB TITLE:** HR EXECUTIVE - OPERATIONS  
**POSITION (S):** TWO (2)  
**LOCATION:** KARACHI – PAKISTAN

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**Quality-Service-Innovation:** These are the core values of **Artistic Milliners Group** of companies. Established in 1949, the company has since expanded to become a fully vertically integrated textile set up with the aim of providing high-end customers with premium quality denim fabrics and garments. We have the ability to cater to specific client needs with package deals such as product development at source, design support, shorter lead times, on-time deliveries and warehousing facilities.

Artistic Milliners is in the process of hiring graduates for its Human Resource Department.

**Required Qualification:**

- 1 – 2 years of experience; BBA/MBA in HRM with GPA 3.0 or above: specialized courses/training in HRM will be added value for this position. Fresh graduates shall also be encouraged to apply.

**Required Skills:**

- Familiarity with human resource policies and practices particularly with respect to recruitment, selection, compensation and benefits, training and development, employee performance management and payroll management system
- Excellent interpersonal, report writing and communication skills
- Ability to communicate with all levels of people
- Good organizational and time management skills, including the ability to prioritize effectively, work to schedules and deadlines
- Good understanding of all Microsoft office applications, especially Word, Excel & MS-Visio
- Ability and willingness to work flexibly, under pressure and to deadlines without prompting
- Age between 20 to 28

**Job Responsibilities:**

- Recruiting Staff - this includes developing job descriptions, preparing advertisements, checking application forms, short-listing, conducting interviews up to Senior Executive level and arranging interviews for management level
- Preparing Letter of Offer to selected candidates and Letter of Rejection to unsuccessful candidates
- Conducting orientation program to new employees
- Assisting in drafting out Confirmation Letter, Increment Letter and Promotion Letter
- Assisting Manager Human Resources in employee's termination/suspension/retirement process
- Conducting exit interview of departing employees
- Attending to employees' grievances and complaints; providing guidance if necessary
- Reviewing, updating and maintaining proper documentation. This includes but not limited to prepare employee personnel file, HR handbook, filing of insurance policy etc.
- Assisting Manager Human Resources in planning and preparing annual headcount report and updating the organization chart
- Performing related duties and responsibilities as required and instructed by Manager Human Resources

**Remuneration:**

- **Determined according to the successful candidates experience, skills & education**

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Interested candidates should send soft copy of their Research Works/Projects and CVs to [careers@artisticmilliners.com](mailto:careers@artisticmilliners.com) latest by **31 July, 2010**

**Manager Human Resources**  
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