

## Job Description / Vacancy Announcement

# Human Resources Officer

**Passionate about human resources?  
Looking to make a real impact?  
Want to build a career with potential for global impact?**

Norpak International, a social enterprise based in Sultan Town, Faisalabad, with over 30 years of experience in responsibly producing handmade textile home interior products for export, is seeking a motivated and ambitious Human Resources (HR) Officer to contribute to the meeting the company's diverse human resources needs.

Under the overall supervision and leadership of the HR Manager, you will play a pivotal role in establishing and overseeing all applicable HR operational workings, documentation, employee filing, and control HR systems to ensure alignment with our business goals. This role requires a meticulous approach to detail, a strong understanding of HR processes, and the ability to manage multiple tasks simultaneously.

As an HR Officer, you will contribute to shaping our long-term vision and growth by leading training, talent acquisition, and career development activities. This position is open to individuals who are passionate about HR and eager to contribute to the transformation of our organization into a modern, productive, and inclusive workspace.

### Responsibilities

- Assist in implementing HR policies and procedures.
- Support in recruitment processes, incl. job postings, screening resumes, and scheduling interviews.
- Coordinate onboarding activities for new hires, incl. paperwork, orientation sessions, and training schedules.
- Maintain employee records and HR databases, ensuring accuracy and confidentiality.
- Assist in payroll processing, incl. verifying timesheets, calculating wages, and addressing payroll inquiries.
- Support performance management processes, incl. setting up performance appraisal systems and tracking employee evaluations.
- Assist in administering employee benefits programmes, incl. enrolment, changes, and inquiries.
- Coordinate employee training and development initiatives, incl. scheduling training sessions and tracking employee participation.
- Assist with employee relations matters, incl. investigations, disciplinary actions, and grievance handling.
- Support HR compliance efforts, incl. ensuring adherence to labour laws, regulations, and company policies.
- Assist in organizing employee events and activities to promote engagement and morale.
- Handle administrative tasks within the HR department, such as filing, correspondence, and maintaining supplies.

### NORPAK INTERNATIONAL

- Collaborate with other departments to support HR initiatives and address employee needs.
- Stay updated on HR best practices, industry trends, and legal requirements.

### **Requirements**

- Fresh or minimum 1 year of relevant work experience in HR or a similar field.
- Exposure to diverse HR operations, either through work experience or education.
- Basic understanding of HR policies and functions.
- Familiarity with ERP systems is a plus, but not required.
- Some knowledge of applicable labour legislation and certifications.
- Developing leadership abilities with a willingness to learn and grow.
- Strong communication and problem-solving skills.
- Master's degree in HR management, organizational psychology, or other relevant fields.
- Extensive practical experience may compensate for a lack of formal HR qualifications.
- Possession of relevant HR certifications is considered advantageous.

### **Competencies**

- Effective written and verbal interpersonal and communication skills (English, Urdu)
- Problem-solving skills and results-oriented
- Ability to multi-task, set and meet deadlines
- Positive, convincing and confident personality
- Time-management skills
- Adaptability
- Leadership potential
- Integrity, honesty and ethical behaviour

### **Benefits**

- For successful candidates, we can offer an energetic and forward-looking position, providing first-hand exposure to a unique company and ample opportunities to grow professionally and personally.
- A competitive remuneration and benefits package will be provided to the right candidates.
- Flexible working arrangements, subject to prior management approval.
- Free education for own children aged 5 to 17 years at the adjacent LAMS school (subject to conditions).

### **More information and contact**

- Visit our website [www.norpak.pk](http://www.norpak.pk) or follow us on social media (@norpakint on Facebook, Instagram and LinkedIn)
- For any specific questions about this vacancy, please write to [careers@norpak.pk](mailto:careers@norpak.pk)
- Norpak International celebrates diversity and especially encourages female candidates and persons with disabilities to apply.

### **Apply**

To apply for this position, please submit the following to [careers@norpak.pk](mailto:careers@norpak.pk):

- A letter of motivation, explaining in no more than one page why you are motivated to join Norpak International.
- Your updated CV
- Any applicable references