

<b>Position Title:</b>	Officer HR
<b>Location of Work Station:</b>	Sindh (Karachi)
<b>Type of Job:</b>	Contractual
<b>Reporting to:</b>	Senior Manager HR/Chairperson

### **POSITION SUMMARY:**

We are looking to employ a Officer HR with outstanding written, verbal and interpersonal communication skills. The incumbent is expected to be a conceptual thinker with fantastic organizational and time management skills. You will have excellent administrative and IT skills with the ability to multitask and adapt in a fast-paced environment.

To ensure success, the incumbent should display strong problem solving and decision-making skills with a deep understanding of employee relationships, employee well-being strategies, onboarding, training and development. . Top candidates will be fantastic at managing conflict, effective at scheduling and thorough in the recruitment process.

### **DUTIES AND RESPONSIBILITIES:**

- Prepare and lead a comprehensive wellness program.
- Coordinates, plans, and facilitates health and fitness activities and programs for employees.
- Plans and implements classes, speakers, seminars, personal training, and fitness assessments that promote healthy lifestyles.
- Develops promotion and publicity plans for wellness programs throughout the organization.
- Assists the HR Manager in the development of budget, policies, and procedures especially relevant to the operation of the wellness program.
- Administers health and welfare plans, including enrollments, changes and terminations.
- Processes required documents for the insurance provider to ensure accurate record-keeping and payments.
- Coordinate employee satisfaction surveys and give actionable insights to improve employees' experience
- Recommend and develop employee relations practices to foster a positive employer-employee relationship
- Conduct and analyze exit interviews and make actionable recommendations based on data
- Performs customer service functions by answering employee requests and questions.
- Submits online investigation requests and assists with new-employee background checks.
- Assists with the preparation of the performance review process.
- Support employees when human resources issues arise with efficient problem-solving
- Keep up-to-date with the latest HR trends and best practices.
- Coordinate employee satisfaction surveys and give actionable insights to improve employees' experience
- Perform any other official task assigned by the Senior Manager HR/CEO.

### **EEO Statement:**

Integrated into our shared values is CWP's commitment to diversity and equal employment opportunity. All qualified applicants will receive consideration for employment regardless of sex, age, race, color, creed, religion, disability, sexual orientation, gender identity, or any other characteristics or conduct protected by law. CWP is committed to being an inclusive organization where all people are treated fairly, recognized for their individuality, promoted based on performance and encourage to strive to reach their full potential. We believe in understanding and respecting differences among all people. Every individual at CWP has an ongoing responsibility to respect and support a diverse environment.

### **CORE COMPETENCIES**

- Ability to work cooperatively with people at all levels with respect.
- Minimum Experience will be 2 to 3 Years in related field.
- The individual should have a strong grip on the labor laws.
- Required advanced level of English, reading, writing for drafting of various NFRs and Memos.
- Creative, energetic, ability to work independently with minimal supervision.
- Ability to work well in a team.
- Excellent MS Office skills.
- Demonstrated flexibility, motivation, and maturity
- Ability to work under tight deadlines.

### **APPLICATION PROCESS**

- Interested candidates may send their updated CV at [hr@cwpc.org.pk](mailto:hr@cwpc.org.pk) latest by **21st November, 2025**
- Post applied along with the city must mentioned in the subject line. Late and incomplete applications will not be entertained.
- For more information, please visit our website [www.cwp.org.pk](http://www.cwp.org.pk), or email us at [hr@cwpc.org.pk](mailto:hr@cwpc.org.pk)
- Only short-listed candidates will be called for interview.
- No TA/DA shall be admissible for appearing in the test/interview
- The organization reserves the right to withdraw/cancel/delay the vacancies or reject any application at any stage without assigning any reasons.
- Women and minorities are highly encouraged to apply. This office has zero-tolerance policy for gender discrimination and strong anti-sexual harassment policy at the workplace
- Only Shortlisted candidates will be called for test & interview.