

# HR EXECUTIVE



## JOB BRIEF

- Seeking an HR Executive to oversee recruiting, learning and development, and employee performance programs.
- Background in HR departments and knowledge of HR laws required.
- Will make strategic decisions to ensure hiring, development, and retention of qualified employees.

## RESPONSIBILITIES

- Design compensation and benefits packages.
- Implement performance review procedures (quarterly/annual and 360° evaluations).
- Develop fair HR policies and ensure compliance.
- Implement effective sourcing, screening, and interviewing techniques.

## QUALIFICATIONS

- MBA in Human Resources (HR).
- Minimum 2 Years of work experience.