



IMMEDIATE VACANCY

HR Assistant

U.S.S Engineering (Pvt) Ltd. is ISO 9001:2015 QMS & ISO 14001:2015 EMS certified; CIDA EM1/C2 graded company, which has been in operation since 1980. As part of the company's expansion programme, we are looking for a well experienced and passionate individual for this position.

- HR Certificate level qualification from a reputed institute
- 2 years work experience in a similar capacity and prior experience in payroll management would be an added advantage
- Good communication skills in English
- Computer literacy
- Ability to multitask and excellent communication skills
- Male, aged below 30 Years

Remuneration: An attractive salary and other fringe benefits commensurate with qualifications and experience will be on offer to the selected candidate.

All applications will be treated with confidentiality.

Interested candidates, please email/post your completed CV, with contact details of two non-related referees, within 10 days from the date of the advertisement. Please indicate the position applied for on the top left hand corner of the envelope, or in the subject field of the e-mail.

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