



Go confidently in the direction of your dreams

What impact will you make?
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Deloitte Yousuf Adil is member of Deloitte Touché Tohmatsu Limited (DTTL), one of the largest professional services organizations in the world, with a workforce of 264,000 people in more than 150 countries. The firm was established in 1972 and it has become one of the leading professional services firms in Pakistan. The firm is providing services to over 500 clients including both multinational and local companies.

Our Purpose

Every day we challenge ourselves to do what matters most— for clients, for our people, and for society

We serve clients distinctively, bringing innovative insights, solving complex challenges and unlocking sustainable growth

We inspire our talented professionals to deliver outstanding value to clients, providing an exceptional career experience and an inclusive and collaborative culture

We contribute to society, building confidence and trust in the markets, upholding the integrity of organizations and supporting our communities.

Our shared values guide the way we behave to make a positive, enduring impact:

- Integrity
- Outstanding value to markets and clients
- Commitment to each other
- Strength from cultural diversity

Associate

Human Capital — Internal Client Services

Location: Karachi

Engaging tasks await you to

- Coordinate with Managers to determine staffing needs
- Effectively lead recruitment cycle for interns, trainees and employees
- Maintain relationship with managers to ensure staffing goals are achieved
- Assist with day to day operations of the HR functions and duties
- Plan and organize in new employee's / Trainee orientation
- Assist in monthly payroll and headcount preparation
- Compile trainee recruitment statistics and prepare graphical presentation
- Assist in Leave Management
- Prepare Leave Encashment for all staff on annual basis
- Assist in executive search for external clients as well as assists other departmental heads for their external executive search assignments
- Update staff handbooks, policy and procedures
- Deal with day-to-day employee requests regarding human resources issues, rules and regulations

Leadership capabilities

- Actively participates in key learning and development opportunities for his/her level
- Ensures he/she is clear on expectations and asks clarifying questions when needed
- Demonstrates ability to understand the underlying interests and expectations of others

Get in touch

Apply in confidence by sharing your updated profile to pkhumancapital@deloitte.com "Associate—Human Capital" in subject line.

We will be happy to welcome your queries at: **+92 (21) 3454 6494—7 Ext. 409**

Deloitte Yousuf Adil, Chartered Accountants is an equal opportunity employer.

You possess following skills and experience

- Bachelors or Masters degree in Human Resources or related field
- For Associate: At least 1-year experience in Human Resources department. Or **FRESH** graduates with exposure of at least internships in structured Human Resources department
- Familiar with standard methods and tools (e.g. Excel, PowerPoint, Publisher, Word, etc.); selects and applies appropriate methods to carry out work assigned and document work performed
- Good communication, written, and interpersonal skills
- Excellent team player with approach to collaborate and engage
- Creative and Innovative

Technical & Professional capabilities

- Collects data necessary to accurately analyze an issue
- Uses appropriate channels for assignments, approvals, and advice
- Applies standard methods and tools to engagement
- Employs design thinking to transform raw data into useful patterns and insights to better understand a client problem