PUNJAB PENSION FUND

Job Title:	**Officer HR & Admin.**
Responsible to:	**Head of Administration & HR**
Job Specification:	**Sixteen years of Education with minimum 4 years experience**
Supervision:	**Record Keeper, Telephone Operator, Drivers, Sweepers, Peons and Riders**

Job Description:

Human Resource Management

- Assist in implementing HR policies, procedures, and organizational guidelines.
- Maintain and update employees' personal files and HR records.
- Coordinate recruitment and selection processes, including job advertisements, shortlisting, interviews, and hiring documentation.
- Prepare appointment letters, employment contracts, confirmation letters, transfer letters, and other HR correspondence.
- Maintain employee attendance, leave records, and personnel information.
- Coordinate employee onboarding, orientation, and exit formalities.
- Assist in performance appraisal and staff evaluation processes.
- Monitor employment contracts, probation periods, and contract renewals.
- Support staff training and capacity-building activities.
- Handle routine employee queries and facilitate resolution of workplace issues.
- Maintain confidentiality of employee information and HR documentation.
- Maintaining regular communication with insurance company regarding policies, claims, approvals, and other matters.
- Submitting insurance claims, reviewing claim documents, following up on pending claims, and ensuring timely settlement

Administrative Management

- Manage day-to-day office administration and ensure smooth office operations.
- Maintain office supplies, stationery, equipment, and inventory records.
- Coordinate office maintenance, cleanliness, security, and utilities.
- Manage official correspondence, filing, documentation, and record keeping.
- Arrange meetings, workshops, training sessions, and official events.
- Coordinate travel arrangements, accommodation, and logistics for staff.
- Monitor office assets and maintain an updated asset register.
- Coordinate with vendors, suppliers, and service providers.
- Assist in preparing purchase requests for office supplies and services.
- Obtain quotations and coordinate with suppliers.
- Ensure proper utilization and maintenance of office facilities.
- Support the development and implementation of administrative procedures.
- Checks security arrangements of office premises and ensures safety of office and staff.
- Ensures provision of utility services in office like electricity, gas, water, telephone, fax, internet etc. and ensures continued supply without interruption.

- Maintains high standard of janitorial services in office.
- Negotiates service agreements with vendors.
- Performs any other work assigned by General Manager / Chief Investment Officer / Head of Administration & HR.