

Job Title: HR Associate

Location: Peshawar

Job Type: Full-time

About DYNIMAX Intermedia Ltd:

DYNIMAX Intermedia is a premier multimedia and IT company based in Peshawar and London, known for its innovative approach and commitment to quality in video production, animation, and digital marketing.

Job Overview:

We are seeking a diligent HR Associate to assist in managing the company's human resources functions, including recruitment, employee relations, and administrative HR tasks.

Key Responsibilities:

- Assist in the recruitment process by posting job ads, screening CVs, and scheduling interviews.
- Maintain employee records and handle HR-related documentation.
- Support the onboarding and orientation of new hires.
- Coordinate employee training and development programs.
- Assist with payroll processing and leave management.

Qualifications:

- Bachelor's degree in human resources, business administration, or a related field.
- Minimum 6 months to 1 years of experience in HR or administration.
- Strong interpersonal and communication skills.
- Attention to detail and ability to handle sensitive information confidentially.
- Proficiency in Microsoft Office Suite and HR software tools.

Why Work at DYNIMAX?

- Competitive salary packages.
- Opportunities for growth and advancement.
- Dynamic and creative work environment.
- Chance to collaborate with international clients.
- Pension.

How to Apply:

Send your resume and cover letter to hr@dynamax.com with the position title in the subject line.

Shortlisting and interviews will be conducted on a revolving basis. CVs will be kept in a databank for future opportunities.