

HOUSE OF FASHIONS

# WE ARE HIRING

## POST OF HR EXECUTIVE

Humble Beginning to South Asia's Largest Single Owner Department Store We believe in a philosophy that, if you look good, you'll feel great and when you feel amazing, that positive feeling is infectious and this, in turn, creates a paradigm shift in terms of the individual's mindset towards an overall positive outlook. This holistic approach to fashion feature promotes a sense of exquisite personalized brand quality. but it also provides an additional talking point to the wearer when being complimented upon Satisfaction.

We are looking for an ideal person to join our team.

### The Ideal candidate should be able to:

- Conducting recruitment and selection processes.
- Handling employee onboarding and orientation.
- Managing employee records & documentation.
- Assist in the process of Employee attendance / payroll preparation.
- Handling employee grievances.
- Handling employee exit procedures.

### Ideal Candidate should :

- hold a Diploma or any professional qualification in HR.
- Have minimum 2 years of experience in similar position.
- Ability to work independently with an exposure in MS Office package.
- A person who is self-motivated and who can work with minimum supervision.

**Selected candidates will be entitled to an attractive remuneration package with annual bonuses, and a host of other benefits.**

**To apply please send your CV to the following e-mail, indicating the post you have applied in the subject line.**

**[careerhof@gmail.com](mailto:careerhof@gmail.com)**