

KOMATSU

Komatsu Pakistan Soft

1st Floor Mandeer Square Plot # 12-C/1 G-8 Markaz, Islamabad (44000) Pakistan

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Position Title HR Specialist

Why should you join Komatsu Pakistan Soft?

Komatsu Pakistan Soft is a fully owned subsidiary of Komatsu Limited Japan, and we are a part of Komatsu Group of Companies. Komatsu Pakistan Soft (Pvt.) Limited is into operation since 1999. We excel in providing enterprise software application solutions, IT consultancy and outsourcing services. Our vision, utter commitment, sheer dedication, unmatched teamwork and customer-centric approach have helped us evolve into a forerunner of innovation and ingenuity within Komatsu group as well as across the global IT industry.

Industry	HR & GA
Employment Type	This is a full-time on-site permanent role, 5 days a week
Job Level	This is a Mid-Level to Senior Role with 03 to 05 years of experience
Education	BBA and relevant management degrees
Location	G-8, Islamabad

About Your Role:

We are looking for an experienced HR Specialist to join our HR & GA team. The primary focus of this role will be managing end-to-end recruitment for technical and non-technical positions, along with supporting key HR functions such as onboarding, employee engagement, HR documentation, and employee relations. The role will also provide support in General Administration activities and coordination as required.

Your Impactful Goals Will Include:

- Manage the end-to-end recruitment process, including CV screening, interview coordination, and recruitment records.
- Support the recruitment and selection process and identify ways to improve hiring.
- Support day-to-day HR & GA activities, including documentation and administrative coordination.
- Maintain positive relationships with employees and support employee engagement.
- Support General Administration activities, including office coordination, employee facilities, company events, and other administrative requirements.
- Assist with vendor coordination and other GA-related activities when required.
- Work closely with the HR Manager on HR-related matters.
- Support initiatives that promote a high-performance and merit-based work culture.

- Prepare and maintain employee documentation and HR records with accuracy and confidentiality.
- Maintain HR policies and procedures and provide guidance to employees when required.
- Ensure compliance with the Information Security Management System, policies, and procedures.

Functional Skills Requirement:

- Good knowledge of HR functions and processes.
- Strong communication, interpersonal, and analytical skills.
- Good command of written and spoken English.
- Good presentation and negotiation skills.
- Ability to work independently and as part of a team.
- Strong time management and organizational skills.
- Good decision-making and problem-solving abilities.
- Ability to handle employee concerns and conflicts professionally.
- Self-motivated, proactive, and willing to take initiative.
- Ability to multitask and adapt quickly.
- Basic understanding of HR & GA operations and administrative coordination.
- Ability to think creatively and suggest practical solutions.