

## JOB DESCRIPTIONS FOR GUJRANWALA WASTE MANAGEMENT COMPANY

Designation	Eligibility Criteria
General Manager HR and Admin	<p><b>Qualification:</b> Master Degree in Business or Public Administration or Social Sciences from HEC recognized university.</p> <p><b>Experience and Expertise:</b> Minimum 10 (ten) years overall experience and at least 5 year experience at senior level. The ideal candidate must have expertise in handling administrative functions, recruitment process, Benefits Administration, Performance Management, Communication Processes, Compensation and Wage Structure, Supports Diversity, Classifying Employees, Employment Law and Laws against Sexual Harassment, admin operations Management. The candidate must have ability to develop and implement guidelines and operating processes. Public Sector/ Ex-army officials are encouraged to apply for this position.</p> <p><b>Upper Age Limit:</b> 45 year</p>