

**REPUTED
COMPANY**

HR Manager

- **Vacancy for:** 2
- **Posted on:** Dec. 29, 2017
- **Deadline:** Jan. 5, 2018, 5:15 p.m.

Basic Job Information

Job Category : Human Resource /Org. Development > HR
Job Level : Top Level
Employment Type : Full Time
Job Location : Kathmandu, Birjung
Offered Salary : NRs. 50,000.00 - 100,000.00 Monthly

Job Specification

Education Level : Graduate (Masters)
Experience Required : More than 7 years

Other Specification

- Proven working experience as HR manager or other HR executive
 - People oriented and results driven
 - Demonstrable experience with human resources metrics
 - Knowledge of HR systems and databases
 - Ability to architect strategy along with leadership skills
 - Excellent active listening, negotiation and presentation skills
 - Competence to build and effectively manage interpersonal relationships at all levels of the company
 - In-depth knowledge of labor law
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Job Description

- Develop and implement HR strategies and initiatives aligned with the overall business strategy
 - Bridge management and employee relations by addressing demands, grievances or other issues
 - Manage the recruitment and selection process
 - Support current and future business needs through the development, engagement, motivation and preservation of human capital
 - Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
 - Nurture a positive working environment
 - Oversee and manage a performance appraisal system that drives high performance
 - Maintain pay plan and benefits program
 - Assess training needs to apply and monitor training programs
 - Report to management and provide decision support through HR metrics
 - Ensure legal compliance throughout human resource management
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Applying Procedure

Apply Link : <https://merojob.com/admin-and-hr-manager/>

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