



## Admin Executive - Human Resource

- **Vacancy for:** 2
- **Posted on:** Dec. 4, 2017
- **Deadline:** Dec. 13, 2017, 11:55 p.m.

### Basic Job Information

Job Category : General Mgmt. / Administration / Operations  
Job Level : Mid Level  
Employment Type : Full Time  
Job Location : Parasi  
Offered Salary : Negotiable

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : More than or equal to 2 years

### Other Specification

- Masters/Bachelor's Degree in Management from reputed university
  - Not less than 2 years of working experience in related field, preferably in FMCG Company
  - Full knowledge of office management systems and procedures
  - High level verbal and written communications skills
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### Job Description

- Preparing monthly salary, annual bonus of permanent employees
  - Tracking staff advance, CIT, PF, Leave and Time office
  - Advice and Lead management in negotiations and bargaining with the trade unions and labors and come to agreement within the guidelines as agreed by the management
  - Maintain professional network with the required stakeholders including government agencies
  - Maintain master corporate calendar of all all-hands events, conferences, holidays and vacations
  - Develop and carry out an efficient documentation and filing system for both paper and electronic records
  - Delegate tasks as appropriate to other members of the team
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### Applying Procedure

Apply Link : <https://merojob.com/admin-executive-human-resource/>

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