

**A REPUTED  
COMPANY**

## **Admin/HR Manager**

- **Vacancy for:** 2
- **Posted on:** Aug. 13, 2018
- **Deadline:** Aug. 23, 2018, 6 p.m.

### **Basic Job Information**

Job Category : General Mgmt. / Administration / Operations > HR, Administration  
Job Level : Senior Level  
Employment Type : Full Time  
Job Location : Kathmandu, Central Development Region, Nepal Jhapa, Eastern Region, Nepal  
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**

- Tracking Budget Expenses, Staffing, Quality Management
  - Managing Processes, Organization, Coaching
  - Communication Skills
  - Reporting Skill
  - Effective Management skills
  - Knowledge on office Administration/HR
  - Should be able to manage large number of people; from Top level to entry level
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### **Job Description**

- Maintains administrative staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities
  - Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures
  - Provides supplies by identifying needs for reception, switchboard, mail room, and kitchen; establishing policies, procedures, and work schedules
  - Provides communication systems by identifying needs; evaluating options; maintaining equipment; approving invoices
  - Purchases printed materials and forms by obtaining requirements; negotiating price, quality, and delivery; approving invoices
  - Completes special projects by organizing and coordinating information and requirements; planning, arranging, and meeting schedules; monitoring results
  - Provides historical reference by developing and utilizing filing and retrieval systems
  - Improves program and service quality by devising new applications; updating procedures; evaluating system results with users
  - Achieves financial objectives by anticipating requirements; submitting information for budget preparation; scheduling expenditures; monitoring costs; analyzing variances.
  - Maintains continuity among corporate, division, and local work teams by documenting and communicating actions, irregularities, and continuing needs
  - Maintains professional and technical knowledge by attending educational workshops; benchmarking professional standards; reviewing professional publications; establishing personal networks.
  - Contributes to team effort by accomplishing related results as needed
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## Applying Procedure

Apply Link : <https://merojob.com/adminhr-manager-2/>

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