

**A REPUTED
COMPANY**

Admin/HR Manager

- **Vacancy for:** 1
- **Posted on:** Feb. 11, 2018
- **Deadline:** Feb. 24, 2018, 6:30 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
Offered Salary : Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : Not Required

Other Specification

- Tracking Budget Expenses, Staffing, Quality Management
 - Managing Processes, Organization, Coaching
 - Communication Skills
 - Reporting Skill
 - Effective Management skills
 - Knowledge on office Administration/HR
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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 - Provides historical reference by developing and utilizing filing and retrieval systems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/>

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