



## Assistant Human Resources Manager

- **Vacancy for:** 1
- **Posted on:** April 16, 2018
- **Deadline:** April 26, 2018, 11:55 p.m.

### Basic Job Information

Job Category	: Human Resource /Org. Development
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Kathmandu
Offered Salary	: Negotiable

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : More than or equal to 3 years

### Other Specification

- Must be adept at problem-solving, including being able to identify issues and resolve programs in a timely manner
  - Must possess strong interpersonal skills
  - Must be able to communicate clearly, both written and orally, as to communicate with employees, members of the HR management team, and in group presentations and meetings
  - Must be able to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information
  - Must be able to prioritize and plan work activities as to use time efficiently
  - Must be organized, accurate, thorough, and able to monitor work for quality
  - Must be dependable, able to follow instructions, respond to management direction, and must be able to improve performance through management feedback
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### Job Description

- Answering employee questions
- Processing incoming mail
- Creating and distributing documents
- Providing customer service to organization employees
- Serving as a point of contact with benefit vendors/administrators
- Maintaining computer system by updating and entering data
- Setting appointments and arranging meetings
- Maintaining calendars of HR management team
- Compiling reports and spreadsheets and preparing spreadsheets

### Recruitment/New Hire Process

- Participating in recruitment efforts
- Posting job ads and organizing resumes and job applications
- Scheduling job interviews and assisting in the interview process
- Preparing new employee files
- Overseeing the completion of compensation and benefit documentation
- Orienting new employees to the organization (setting up a designated log-in, workstation, email address, etc.)
- Conducting benefit enrollment process
- Administering new employment assessments

### Record Maintenance

- Maintaining current HR files and databases
- Updating and maintaining employee benefits, employment status, and similar records
- Maintaining records related to grievances, performance reviews, and disciplinary actions

- To ensure that all required employee documentation is collected and maintained
- Completing termination paperwork and assisting with exit interviews

**NOTE:**

**Working Hours:** 10 - 6 pm

**Salary:** As per company rules

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**Applying Procedure**

Apply Link : <https://merojob.com/assistant-human-resources-manager/>

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