



Coordinator for Human Resources and Communications

- **Vacancy for:** 1
- **Posted on:** Oct. 25, 2018
- **Deadline:** Nov. 16, 2018, 11:55 p.m.

Basic Job Information

Job Category : Human Resource /Org. Development
Job Level : Mid Level
Employment Type : Full Time
Job Location : New Baneshwor Road, Kathmandu, Nepal
Offered Salary : NRs. 20,000.00 Monthly

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 2 years
Professional Skill Required : Knowledge On Company Policies, Orientation, Knowledge On Labor Law, Payroll Management, Communication

Other Specification

Required Skills:

- Must be a confident communicator and presenter
- Strong writing, editing, proofreading, layout and design, professional printing/publishing skills are essential, including ability to present concepts verbally
- Must possess excellent organizational and planning, project management and time management skills
- Must be proactive and possess ability to work independently
- Strong technical aptitude: Computer, Database, Excel, Power point and Word experience.
- Ability to work with a diverse group of people

Optional skills:

- Strong knowledge and understanding of current trends in digital media/social media
 - Demonstrate ability to use social media channels effectively to deliver marketing content.
 - Strong networking ability and skills
-

Job Description

- Recruit, screen, interview and hire employee as necessary, following all HR process and procedures
- Responsible for implementing and maintaining company policies and procedures as documented in the company Handbook
- Create, Maintain and promote company culture
- Timely and accurately update the staff personnel file (as per the HR policy) and maintain its confidentiality. Safety measures should be taken to avoid any leakage and/or loss of confidential information
- Support to timely process the payroll, attendance management, leave records management
- Conduct Annual performance review of Employees
- Handle/Conduct rewards and recognition program, Focus on employees' motivation-that makes the environment happening and lively
- Handle Grievances and Maintain excellent employee relationship
- Create, implement and oversee communications programs, internal or external, that effectively describe and promote the organization and its products
- Prepare presentations and/or speeches geared toward employees.
- Event Planning and Activities
- Social media, Internal and External tailored Communication: report and publishing events update

- Perform any other duties as assigned by the management authority
-

Applying Procedure

Apply Link : <https://merojob.com/coordinator-for-human-resources-and-communications-2/>

Generated By

