



## Coordinator for Human Resources and Communications

- **Vacancy for:** 1
- **Posted on:** Sept. 12, 2018
- **Deadline:** Sept. 27, 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	: Negotiable

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### Job Specification

Education Level	: Under Graduate (Bachelor)
Experience Required	: Not Required
Professional Skill Required	: Knowledge On Labor Law, Orientation, Knowledge On Company Policies, 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
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### 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
- 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
- Maintain excellent employee relationship
- Maintain a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations
- Create, implement and oversee communications programs, internal or external, that effectively describe and promote the organization and its products
- Create and develop print and online advertising, email marketing, web site management and content development, press releases, bylined articles, white papers, corporate videos and marketing collateral, marketing budget development and cost tracking
- Prepare presentations and/or speeches geared toward employees.
- Event Planning and Activities

- Social media, Internal and External tailored Communication: report and publishing events update
  - Maintain and promote company culture
  - Perform any other duties as assigned by the management authority
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### **Applying Procedure**

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

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