



## Executive - Human Resource

- **Vacancy for:** 1
- **Posted on:** May 4, 2018
- **Deadline:** May 14, 2018, 11:55 p.m.

### Basic Job Information

Job Category : Human Resource /Org. Development  
Job Level : Senior 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 5 years

### Other Specification

- Masters/Bachelor's Degree in Management from the reputed university
- Not less than 5 years of working experience in related field, preferably in FMCG Company
- Expertise HR systems and databases
- Competence to build and effectively manage interpersonal relationships at all levels of the company

### Desirable Traits:

- Excellent oral, written and analytical skills
  - People Management
  - Teamwork
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### Job Description

- Partner with business head/function heads on organizational design, workforce planning, succession planning, and skills assessment
  - To plan, prepare, conduct & ensure recruitment & selection.
  - Analyze business unit data to identify trends and recommend solutions to improve performance, retention and employee experience
  - Review the sales policies, processes, rewards and recognition schemes to benchmark and implement the best practices
  - Responsible for the legal compliance and third-party employee management for Sales workforce
  - Responsible for the end to end lifecycle management and sourcing and hiring strategies, performance management, compensation etc
  - Drive initiatives to enhance motivational levels and job involvement of employees, thereby leading to lower attrition levels and increased employee productivity
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### Applying Procedure

Apply Link : <https://merojob.com/executive-human-resource/>

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