



HR & Admin Executive

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

Basic Job Information

Job Category	: General Mgmt. / Administration / Operations > Administration, Administrative support, Office management & co-ordination
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Milap House, Sanepa - 2, Lalitpur, Nepal
Offered Salary	: Negotiable

Job Specification

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

Job Description

1. Human Resources Management
 - Attendance and Leave Management
 - Payroll Reporting
 - Talent Acquisition
 - Human Resource Development & Training
 - Supervise the Logistical Arrangements of Field officers
 2. Asset Management
 - Inventory Management
 - Consumable Management
 - Maintenance of FA
 - Periodic Monitoring & Verification
 3. File Management
 - Maintenance of File Management System (Both Internal & External Files)
 - Record, Manage and Track File Movements
 4. Case Management
 - Record, Track, Manage Cases
 5. Communication Management
 - Handling of overall administrative communications with Clients under the position of Client Care
 - Scheduling of Appointments
 - Receive and manage telephone calls
 - Courier & Logistics Management
 6. Events & Promotion
 - Organize & Manage Periodic Events including HRD events
 - Manage Promotional Campaigns & Events
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Applying Procedure

Apply Link : <https://merojob.com/hr-admin-executive-2/>

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