



HR & Admin Officer

- **Vacancy for:** 1
- **Posted on:** May 14, 2018
- **Deadline:** May 25, 2018, 11:55 p.m.

Basic Job Information

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

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than 1 year

Job Description

- Should be able to work on 10-6 working environment
 - Should be able to discharge the Human Resource Related activities (Attendance, Payroll, Recruitment, Promotion etc)
 - Good knowledge of Email, Internet with Word Excel
 - Should be able to discharge all the administration Works of office
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Applying Procedure

Apply Link : <https://merojob.com/hr-admin-officer-14/>

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