



HR & Admin Officer

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** May 22, 2017, midnight

Basic Job Information

Job Category : Human Resource /Org. Development
Job Level : mid
Job Location : Lalitpur
Offered Salary : None

Job Specification

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

Other Specification

- Should have 2+ years of relevant work experience.
 - Must have basic computer skills in Microsoft Office applications.
 - Excellent analytical skills and good reasoning abilities and sound judgment.
 - Must have excellent written, verbal and interpersonal skills.
-

Job Description

- Management of recruitment, induction, training, appraisal, and exit procedures.
 - Liaison with visitors, guests, and other external persons as per need.
 - Management of corporate and staff information.
 - Maintenance of office premises and arrangement of logistics.
 - Inventory Management.
 - Procurement of office supplies.
 - Supervision of other administrative and support staff.
 - Other related duties as assigned.
-

Applying Procedure

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

Generated By

