



HR / Admin Trainee

- **Vacancy for:** 1
- **Posted on:** Oct. 1, 2018
- **Deadline:** Nov. 24, 2018, 11:55 p.m.

Basic Job Information

Job Category	: IT & Telecommunication
Job Level	: Entry Level
Employment Type	: Contract
Job Location	: Mahalaxmasthan Chowk, Ring Road, Lalitpur, Central Development Region, Nepal
Offered Salary	: NRs. 15,000 - 20,000 Monthly

Job Specification

Education Level	: Under Graduate (Bachelor)
Experience Required	: Not Required
Professional Skill Required	: MS Office Suite

Other Specification

- BBA /BBS completed or MBA / MBS
 - Freshers can apply
 - Must have good negotiation and convening skills
 - Must be fluent in reading, writing and presentation skills
 - Female applicants only
 - Ready for field work
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Job Description

- Coordinate with Hiring Agency and manage the hiring procedure accordingly
- Coordinate with the legal team for all legal and company compliance
- Coordinate with Accounting firm and representative to maintain office accounting and documents
- Coordinate with Office vendor like the Internet, food supplies, tech suppliers and technical repair team as required and are up to date
- Coordinate with Kitchen staff for smooth kitchen operation
- Keep track of employee's performance in coordination with other management teams
- Be up to date with HR policy and legal procedure
- Check the monthly attendance sheet; maintain employee's leave records and salary sheet for employee's monthly payout
- Prepare and keep accurate office's monthly & daily expenses records and list in bill box to provide to an accountant when they visit to an office
- Be up to date with the office's assets like computers, laptop, printers, chairs etc
- Keep records of employee's and outsourcing partner's contact details and their working activities within the office
- Keep records of outsourcing partner's payout monthly
- Coordinate with Hiring Agency and manage the hiring procedure accordingly
- Counseling session with an employee when required
- Coordinate with the client and prepare a project presentation if required
- Must be professional in email writing, documentation, presentation and contract
- All the infrastructure and resources should be updated for the smooth operation
- Resolve issues between management and employees
- Coordinate and supervise the work of specialists and staff
- Maintains the work structure by updating job requirements and job descriptions for all positions
- Refreshments and grooming event

Company Benefits:

- Working hours: 9 am - 6 pm
- Working Days: Monday to Friday. Saturday and Sunday- Off

- One paid casual/ SL/AL leave per month
- Lunch allowance will be provided
- Remuneration as per the performance

Job Location: Satdobato, Tikhidewal

Contract: 12 months

Applying Procedure

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

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