



HR Executive

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Aug. 7, 2017, midnight

Basic Job Information

Job Category	: Human Resource /Org. Development
Job Level	: Senior Level
Job Location	: Kathmandu
Offered Salary	: Negotiable

Job Specification

Education Level	: Under Graduate (Bachelor)
Experience Required	: More than 3 years

Job Description

BU: Human Resources

Who are We Seeking?

At Frost and Sullivan, we seek people who will do more than just analysis. You will play a significant role understanding client's business issues, challenges and aspirations. We believe that your ability to deliver solutions to clients' problems will depend more on your talent, skills and real life business experience than just your degree.

We are keen to employ people who care enough about a client's business problem, work hard to understand the underlying issues and accord priority to finding solutions to solve the problems. Here, your contributions will be as much important as our thought leadership and experience supporting clients. In solving business problems there are many unknowns. We are seeking people who can see a way through unfamiliarity, make sense out of limited information and draw insights from ambiguity. This quality will be critical to drum up critical support - both internal and external - to push ideas, plans and recommendations.

Roles and Responsibilities:

- Ensure all processes and activities meet the needs of internal clients within the required time frames
- Responsible for general recruitment across all CBU/SBUs and disciplines (Sales, Research, Consulting and Service functions) of the company
- Work along with Regional Leaders and Business Unit Leaders to understand the requirement and acquire new talent for growing business needs
- Schedule interviews and prepare recruitment questionnaires. Liaise with managers to identify testing/assessment needs and assist as required
- Co-ordinate all post interview processes up to offer stage
- On-Boarding formalities
- Joining formalities and new joiner's induction
- Issuing ID cards, Access cards and Opening of bank A/C
- Ensure compliance on joining and transfer of employees
- Report Preparation and liaising with Management Handling leave and Attendance Management
- Database assistance and updation
- Attending to various data requests
- Assisting manager on HR policies, annual performance reviews
- Employee Relations
- Handling PF formalities, PF transfer, queries
- Supporting and assisting manager for employee engagement activities and team building activities
- Handling ICs and Interns. Validate and roll out payrolls for ICs and Interns within the deadline
- Handling statutory on an ongoing basis
- Handling confirmation process

Process Improvement:

- Educational qualification Experience and Skills required

- Any Bachelors Degree(Non Engineers) can apply.
- MBA with specialization in HR from a recognized university or institute
- 2-3 years of relevant experience in areas of recruitment/HR generalist/business partner
- Ability to self-start, find solutions and deliver results within strict deadlines
- Must be energetic, proactive, smart and focused
- Excellent communication (written and oral) and multi-tasking skills
- Strong MS office skills

TO APPLY:

Interested candidates can email their CV along with a letter of interest to careers@moses.com.np. Please mention the position in the subject line. Only shortlisted candidates will be notified.

OR,

Applying Procedure

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

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