



HR Executive

- **Vacancy for:** 2
- **Posted on:** Aug. 25, 2017
- **Deadline:** Sept. 1, 2017, 11:55 p.m.

Basic Job Information

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

Job Specification

Education Level	: Under Graduate (Bachelor)
Experience Required	: More than or equal to 1 year
Professional Skill Required	: Interpersonal Skills, Communication

Other Specification

- Excellent verbal and written communication skills
- Strong presentation and interpersonal skills
- Positive attitude and desire to exceed expectations
- Strong attention to detail, highly organized and focused on work quality
- Be highly self-motivated and well organized
- Bachelor's Degree in Human Resource Management or any management stream
- Experience will be an advantage
- Familiarity with an advertising industry will be an advantage

Job Description

- Act as liaison between HR managers and employees & ensure smooth communication and prompt resolution of all queries
- Support daily HR activities and assist in co-coordinating HR policies, processes, and relevant documents
- Work autonomously and assist in more complex HR duties like posting job vacancies, co-coordinating interview and contacting candidates.
- Provide clerical and administrative support to Corporate Department
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc.)
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc.)
- Properly handle complaints and grievance procedures

Applying Procedure

Apply Link : <https://merojob.com/hr-executive-16/>

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