# **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: Communication, Interpersonal Skills

#### **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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