



## 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

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### 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
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### 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
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### Applying Procedure

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

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