

**REPUTED
COMPANY**

HR Executive

- **Vacancy for:** 4
- **Posted on:** Oct. 9, 2017
- **Deadline:** Oct. 18, 2017, 11:55 p.m.

Basic Job Information

Job Category : Human Resource /Org. Development > HR
Job Level : Entry Level
Employment Type : Full Time
Job Location : Itahari, Birgunj, Nepalgunj and Dhanghadi
Offered Salary : NRs. 12,000.00 - 15,000.00 Monthly

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : Not Required

Other Specification

- Fresher's are encouraged to apply
 - Must have completed Bachelor's Degree
 - Reporting Skills
 - Good Learning Ability
 - Dedications
 - Communication Skills
 - Decision Making Skills
 - Ability to work under pressure
 - Fluent English (Speaking and Writing)
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Job Description

- Assisting in Recruitment and Selection process
 - Maintaining records of leaves, hires, transfers, OTs and terminations
 - Employee Motivation
 - Documents Management by filing forms and preparing reports
 - Maintaining Human Resource Records
 - Providing payroll information
 - Administering new employment assessments
 - Scheduling job interviews and assisting in interview process
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Applying Procedure

Apply Link : <https://merojob.com/hr-executive-21/>

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