



HR Executive

- **Vacancy for:** 3
- **Posted on:** Oct. 2, 2018
- **Deadline:** Nov. 7, 2018, 11:55 p.m.

Basic Job Information

Job Category : Human Resource /Org. Development
Job Level : Mid Level
Employment Type : Full Time
Job Location : Nepalgunj, Narayanghat, Biratnagar
Offered Salary : Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 1 year
Professional Skill Required : Strong Analytical Ability, Active Listening Skills

Other Specification

- Must have completed Bachelors in Management (MBA Preferable)
 - Experience with office management software like HR systems and databases including MS Office
 - Strong knowledge on HR and Labor Law
 - Ability to maintain confidentiality of sensitive information
 - Strong analytical ability with active listening skills
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Job Description

- Maintaining current HR files and databases (PIS Management)
- Conduct initial orientation to newly hired employees
- Assist with day to day operations of the HR functions and duties
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
- Directs and monitors the conduct of performance appraisal as per set schedules, provides technical guidance to appraisers, oversees proper documentation
- Deal with employee requests regarding human resources issues, rules, and regulations
- Submit regular reports on Human Resources issues, initiatives and activities to Head Office
- Conducting or organizing exit interviews and carry out necessary exit procedures for staffs

Applying Procedure:

Interested candidates can send their updated CV to vacancy@subisu.net.np

OR,

Applying Procedure

Apply Link : <https://merojob.com/hr-executive-31/>

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