



HR Executive - Human Resource

- **Vacancy for:** 2
- **Posted on:** Dec. 14, 2017
- **Deadline:** Dec. 21, 2017, 11:55 p.m.

Basic Job Information

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

Job Specification

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

Other Specification

- Masters/Bachelor's Degree in Management from reputed university
 - Not less than 2 years of working experience in related field, preferably in FMCG Company
 - Expertise HR systems and databases
 - Competence to build and effectively manage interpersonal relationships at all levels of the company
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Job Description

- Implement performance appraisal
 - Develop fair HR policies and ensure employees understand and comply with them
 - Implement effective sourcing, screening and interviewing techniques
 - Assess training needs and coordinate learning and development initiatives for all employees
 - Act as the point of contact regarding labor legislation issues
 - Manage employees' grievances
 - Measure employee retention and turnover rates
 - Oversee daily operations of the HR department
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Applying Procedure

Apply Link : <https://merojob.com/hr-executive-human-resource-2/>

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