



## HR Manager (Female)

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Feb. 19, 2013, midnight

### Basic Job Information

Job Category : Human Resource /Org. Development  
Job Level : mid  
Job Location : Kathmandu  
Offered Salary : None

---

### Job Specification

Education Level : Graduate (Masters)  
Experience Required : Not Required

### Other Specification

- Candidates must have 2 to 3 years of experience in the related field.
  - Excellent business partnering abilities, able to work successfully in fast-paced environment.
  - Must be able to communicate efficiently both verbally and in written in both Nepali and English.
  - Knowledge of Human Resource Management
  - Strong communication skill both verbal and written
  - Tactful and People oriented
  - Information and Task monitoring skill
  - Strong Analytical Skill along with Interpersonal skill
  - Organized and able to work in a team
- 

### Job Description

- Perform all activities related to recruitment and selection, prepare forms and formats accordingly.
  - Conduct orientation program to the new employees.
  - Complete pre and post joining formalities.
  - Develop/Enhance HR policies, process and procedures and monitor all activities are adhered within defined polices.
  - Perform all other related task as required.
- 

### Applying Procedure

Apply Link : <https://merojob.com/hr-manager-female/>

Generated By

