



## HR Manager (Org. Development)

- **Vacancy for:** 1
- **Posted on:** March 16, 2018
- **Deadline:** March 26, 2018, 11:55 p.m.

**No. of Vacancies:** 1

**Job Location:** Kathmandu

### Job Description:

- To maintain the startup culture and boost productivity by creating an energetic work environment
- Work closely with the top management to develop organizational structure in present and future
- Designing and preparation of content for trainings on products, process, regulatory and behavioral sections
- Design career experience journey
- Providing ideas and inputs to the HOD in relation to the activities of the dept
- Support Business capability building for new business towards skills development
- Manage Training Management Module and reports of the departmental activities
- To design and facilitate in-house events (e.g. workshops, lectures, industry expert visits etc.) as required
- Design and facilitate motivational programs, leadership trainings, sales training, and team recreational activities
- Assist HOD in recruitment process
- Take exit interviews, analyze and take action based on feedback
- Research on best practices in startups around the globe and make recommendation based on such findings
- Work closely with the management team and finance manager to ensure administrative budget is spent as planned

### What's expected:

- To be disruptive & innovative
- To lead by example

### Qualification / Skill Set Requirement:

- BBA / MBA graduate with specialization in HR / organizational development
- At least 2 years prior work experience in HR field
- Technically sound in using Excel, PowerPoint, and similar office tools / HR toolkit
- Great communication skill and passion for work
- Caring in nature yet ruthless in work productivity
- Perform well under deadlines and be detail-oriented
- Strong at strategic thinking, Influencing, Networking and getting the work done
- Great business and leadership acumen

**Job Hours:** Sunday to Friday – 9:30 AM to 5:30 PM (any work hours beyond that will be paid in pizza & beer)

### TO APPLY,

Please email your Resume / CV along with a Cover Letter to [hr@sastodeal.com](mailto:hr@sastodeal.com) by March 25, 2018. Please mention the position you are applying in the email Subject Line itself.

**OR,**

### Applying Procedure

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

Generated By

