



HR Manager/Officer

- **Vacancy for:** 1
- **Posted on:** Aug. 2, 2018
- **Deadline:** Aug. 18, 2018, 11:55 p.m.

Basic Job Information

Job Category	: Human Resource /Org. Development
Job Level	: Mid Level
Job Location	: Lazimpat, Kathmandu, Nepal
Offered Salary	: Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 3 years

Other Specification

- At least 3 years of working experience in the IT related company
- Bachelor in any field
- Expert in employment law and employee relations and communication and HR best practices
- Familiarity and skill with the tools of the trade in human resources including, Microsoft Office suite of products, file management, and benefits administration
- Experience in organization development and change management.
- Strong effective communicator in writing, business presentations and in interpersonal communication
- Highly developed, demonstrated teamwork skills
- People oriented and results driven

Job Description

- Attendance Report: Adjustment, Assess/review, generation and forward to account for payroll
- Coordination with Departments, & other units regarding Attendance
- Briefing HR Policy to employees whenever required & Operate with in HR policy guidelines for employee schemes, welfare, engagement activities
- Timely execution & completion of employee Confirmation & Contract Renue, KPI Repoorts with Co-ordination of concern superviosr/HOD
- Entry New joinee details in software, Update confirmation, transfer, promotion, contract renue, exit case and other details in software.
- Exit Formalities (as per Exit Flow Chart), Ensure exit process as per exit policy on & before of leaving of employee.
- Prepare Compiled HR & Admin Report
- Coordination with Admin staff for Employee welfare & other admin activities as per requirements,housekeeping,maintenance,facility visit to,HR and admin compliance.
- Address & resolving IR issues/cases at unit level untill required to inform to HR head
- Performance Management and reward

Application Procedure:

Interested candidates can send their application.
Submission to: info@igctech.com.np

- A cover letter
- Updated CV

Deadline for submission: **18 August 2018**
For more details please contact: 01-4414739

Only short listed candidates will be contacted for selection process

OR,

Applying Procedure

Apply Link : <https://merojob.com/hr-managerofficer-2/>

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