



Office Manager

- **Vacancy for:** 2
- **Posted on:** July 13, 2018
- **Deadline:** July 28, 2018, 11:55 p.m.

Basic Job Information

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

Job Specification

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

Other Specification

- Good Time management skill
 - Excellent English communication skill
 - Highly developed, demonstrated teamwork skills
 - Able to direct the efforts of a team of diverse human resources professionals
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Job Description

- Maintains human resource staff by recruiting, selecting, orienting, and training employees
 - Responsible to make strategic recruitment, execute personnel and organizational development strategies
 - Maintains the work structure by updating job requirements and job descriptions for all positions
 - Maintain records, prepare reports, and compose correspondence relative to the work
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Applying Procedure

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

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