

**A REPUTED
COMPANY**

HR Officer

- **Vacancy for:** 1
- **Posted on:** July 27, 2018
- **Deadline:** Aug. 4, 2018, 10:30 p.m.

Report to Corporate HR

Salary Range 25k-35k (Other benefits as per company Policy)

Job Location: Butwal

Job Description:

- Attendance Report: Adjustment, Assess/review, generation and forward to account for payroll
- Coordination with Departments, Depots, Factory & 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 Renewal, KPI Reports with Co-ordination of concern supervisors/HOD
- Entry New joiner details in software, Update confirmation, transfer, promotion, contract renewal, 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 until required to inform to HR head
- Performance Management and reward
- Address PMS related issue

Applying Procedure

Apply Link : <https://merojob.com/hr-officer-106/>

Generated By

