



HR Officer

- **Vacancy for:** 1
- **Posted on:** Oct. 8, 2018
- **Deadline:** Oct. 18, 2018, 11:55 p.m.

Basic Job Information

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

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : Not Required

Other Specification

- Bachelors degree in Business Management with specialization or Masters degree runnin
 - Good communication, presentation, and listening skills
 - Strong interest in people and interpersonal relations
 - Interest in development and personal growth in staff
 - Strong in both, verbal and written communication – good listener
 - Good time-management and ability to multi-task
 - Fluent in English and local language
 - Computer skills and proficient in MS-office applications (Word, Excel, PowerPoint)
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Job Description

The HR Officer of New Business Age (P) Ltd. is responsible to recruit, support and develop talent through developing policies and managing procedures. HR Officer is responsible for administrative tasks and contributes to making the company a better place to work and also coordinate with various departments of NBA.

Reports To: CEO

Specific Responsibilities and Traits:

- Check the attendance of the previous day. Call the latecomers and absentees without formal notice or application
- Forward the attendance with his/ her comments to Finance director.
- Draft appointment and renewal documents on time
- Draft memos and letters when asked for
- File the filing matters properly and chronologically
- Inform the Office Secretary/ Administrative Assistant on the issue of repair and maintenance and other logistics
- Prepare monthly leave report properly and publish in the notice board
- Perform salary calculation monthly and forward it to the account section
- Calculate OT payment of junior staffs every month
- Prepare monthly insurance update report of the employees (permanent, marketers and other out-going employees) and send it to Everest Insurance on time
- Develop training and development programs
- Involve in the recruitment process by posting ads, preparing job descriptions, and managing the hiring process
- Drive the Performance Management System and support the overall performance management review process in the company

Key Performance Measures:

- Problem-solving and decision making attitude
- Active team-player

- Collaboration
- Committed and Dedicated
- Organised
- Outstanding organizational and time management abilities

Applying Procedure:

Interested candidates are requested to submit the current CVs and Cover letter to hrdep@newbusinessage.com

OR,

Applying Procedure

Apply Link : <https://merojob.com/hr-officer-118/>

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