

HR Manager

- **Vacancy for:** 1
- **Posted on:** Sept. 5, 2018
- **Deadline:** Nov. 21, 2018, 11:55 p.m.

Basic Job Information

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

Job Specification

Education Level	: Under Graduate (Bachelor)
Experience Required	: More than or equal to 3 years
Professional Skill Required	: Hr Policies, Labor Law, Recruitment, Key Performance Indicators (KPI)

Other Specification

- Should have the knowledge of labor law and HR functions
- Should have the knowledge of current trends and practices in HR
- Should have coordination and organization skills
- Should have analytical skills and able to handle multiple projects
- Should be result driven and think out of the box
- Should have people handling skills with effective convincing skills
- Should be outspoken, flexible on time, cooperative and trustworthy
- Assessment of human behavior, attitude and skill and decision making capabilities
- Should possess good communication and interpersonal skill
- Should be able to work under pressure

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 Renew, KPI Reports with Co-ordination of concern supervisor/HOD
- Entry New joiner details in software, Update confirmation, transfer, promotion, contract renew, 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
- Address & resolving IR issues/cases at unit level until required to inform to HR head
- Performance Management and reward

Applying Procedure

Apply Link : <https://merojob.com/hr-officer-123/>

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