

**A REPUTED  
COMPANY**

## **HR Officer**

- **Vacancy for:** 1
- **Posted on:** May 13, 2018
- **Deadline:** May 23, 2018, 6:30 p.m.

### **Basic Job Information**

Job Category : Human Resource /Org. Development > HR  
Job Level : Mid Level  
Employment Type : Full Time  
Job Location : Kathmandu, Central Development Region, Nepal  
Offered Salary : NRs. 24,000.00 Monthly

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### **Job Specification**

Education Level : Under Graduate (Bachelor)  
Experience Required : More than or equal to 2 years

### **Other Specification**

- Knowledge of labour law and HR functions
  - Knowledge of current trends and practices in HR
  - 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
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### **Job Description**

- Developing and implementing HR policies, practices, and procedures ensuring compliance with legal laws and/or regulations
  - Coordinating in overall Recruitment and Selection activities and preparing reports accordingly
  - Maintaining and regularly updating the records (personal file, personal database etc.) of each employee and proper documentation of over all activities of HR activities
  - Prepare and update of documents such as job descriptions, employee handbook, performance appraisal, forms, SOP, policies and other HR related documents
  - Recording, maintaining and monitoring employee's attendance and leave
  - Executing effective on-boarding and off-boarding processes
  - Involving in employee development and engagement programs, career planning and performance management
  - Implementing and administering performance management processes as per the company timelines
  - Implementing day to day HR functions timely and report to the concern authority on timely basis
  - Prepare monthly payroll and disbursement
  - Perform any other duties as assigned by the concerned authority
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### **Applying Procedure**

Apply Link : <https://merojob.com/hr-officer-91/>

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