

**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 Monthly

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

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

Applying Procedure

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