



HR Services Executive

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** July 23, 2015, midnight

Basic Job Information

Job Category : Human Resource /Org. Development
Job Level : mid
Job Location : Kathmandu
Offered Salary : None

Job Specification

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

Other Specification

- Should have good analytical skill and negotiation skill
- Must have sound knowledge of Recruitment and Selection (Employee Screening, Interview, Shortlisting) through various assessment
- Must have knowledge of project management
- Should have excellent communication skill (written & verbal)
- Proficiency in MS-Office Package with excellent knowledge of MS-Excel
- Should have good interpersonal skill

Experience:

- 1-2 years of experience in Human Resources. Preference will be given to the candidates having experience in the related field
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Job Description

- Vacancy text analysis as per the clients policies and develop the shortlisting criteria
- Application screening as per the job description, requirement, shortlisting them as per the pre-define criteria of the organization and make recommendation to client organization
- Coordination with the clients/candidates/ employee of various organization for smooth performance of Recruitment & Selection process
- Conduct various assessment processes like written test, group discussion and interview
- Preparing various kinds of recommendation and final report
- Provide input in enhancement of system for process simplification
- Conduct various HR activities/ project management in order to run the program smoothly

Salary offered, Benefits and more:

- Gross salary NRs. 15000.00 plus attractive incentives
 - In addition to gross salary, benefits such as fuel allowance, communication allowance, subsidize lunch and other benefits such as Provident Fund, festival bonus, Insurance after confirmation of employment
 - Dynamic and challenging working environment for better learning and career growth opportunity
 - Good working culture and environment
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Applying Procedure

Apply Link : <https://merojob.com/hr-services-executive/>

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