



## HR Trainee

- **Vacancy for:** 1
- **Posted on:** Feb. 19, 2018
- **Deadline:** Feb. 26, 2018, 11:55 p.m.

### Basic Job Information

|                 |                                    |
|-----------------|------------------------------------|
| Job Category    | : Human Resource /Org. Development |
| Job Level       | : Entry Level                      |
| Employment Type | : Contract                         |
| Job Location    | : Shantinagar, Kathmandu, Nepal    |
| Offered Salary  | : NRs. 12,000 Monthly              |

### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : More than or equal to 1 year

### Other Specification

- At least Bachelor level in Management or equivalent degree
- Fresher can apply however, preference will be given to the candidates having experience in the related field
- Should be outspoken, flexible on time, cooperative and trustworthy
- Should possess good communication and interpersonal skill
- Should be proficient in computer skills (Email, Internet, Ms. Word, Ms. Excel, Ms. PowerPoint etc)
- Should have smart, pleasant personality and good attitude
- Should be able to work on deadlines and bring result on time
- Should be a quick learner, zeal to excel with learning attitude

### Job Description

- Assist in day to day operations of the HR functions and duties
- Assist in various recruitment process and preparing up to date report
- Documentation and report writing and submit in standard format to the concern authority
- Research about various HR trends, practices and recommend best ideas for implementation
- Perform any other duties as assigned by concerned authority

### Salary offered, Benefits and more:

- Gross salary of NRs. 12,000.00
- In addition to gross salary, benefits accidental insurance, provident fund and gratuity from the date of join
- Dynamic and challenging working environment for better learning and career growth opportunity
- Good working culture and environment

**Note:** Duration: 3 months, Can be extendable

### Applying Procedure

Apply Link : <https://merojob.com/hr-trainee-2/>

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