

HR/Admin and Finance Manager

**REPUTED
COMPANY**

- **Vacancy for:** 1
- **Posted on:** Nov. 14, 2017
- **Deadline:** Nov. 22, 2017, 11:55 p.m.

Basic Job Information

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|-----------------|---|--|
| Job Category | : | Human Resource /Org. Development > Factory HR administration |
| Job Level | : | Top Level |
| Employment Type | : | Full Time |
| Job Location | : | Butwal, Mid-Western Development Region, Nepal |
| Offered Salary | : | NRs. 35,000.00 - 45,000.00 Monthly |

Job Specification

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|---------------------|---|--------------------------------|
| Education Level | : | Bachelor |
| Experience Required | : | More than or equals to 5 years |

Other Specification

- Communication Skills
- Negotiable skills
- Ability to Work under Pressure
- Decision Making
- Convincing skills
- Leadership
- Fast Learner and passion for sales

Job Description

- Maintains administrative staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities
- Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures
- Provides supplies by identifying needs for reception, switchboard, mail room, and kitchen; establishing policies, procedures, and work schedules
- Provides communication systems by identifying needs; evaluating options; maintaining equipment; approving invoices

- Purchases printed materials and forms by obtaining requirements; negotiating price, quality, and delivery; approving invoices
 - Fund management
 - Financial analysis
 - Budgeting
 - Staff recruitment
 - Training and Development
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