

**REPUTED
COMPANY**

HR/Admin and Finance Manager

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

Basic Job Information

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

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal 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
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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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Applying Procedure

Apply Link : <https://merojob.com/hradmin-and-finance-manager/>

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