



Human Resource Assistant

- **Vacancy for:** 1
- **Posted on:** Oct. 9, 2018
- **Deadline:** Nov. 9, 2018, 11:55 p.m.

Basic Job Information

Job Category	: Human Resource /Org. Development
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Birgunj, Nepal
Offered Salary	: Negotiable

Job Specification

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

Other Specification

- Bachelor's degree in human resource management, business or a related field
 - Must be adept at problem-solving, including being able to identify issues and resolve programs in a timely manner
 - Must possess strong interpersonal skills
 - Must be able to communicate clearly, both written and orally, as to communicate with employees, members of the HR management team, and in group presentations and meetings
 - Must be able to effectively read and interpret information, present numerical data in a resourceful manner, and skillfully gather and analyze information
 - Must be able to prioritize and plan work activities as to use time efficiently
 - Must be organized, accurate, thorough, and able to monitor work for quality
 - Must be dependable, able to follow instructions, respond to management direction, and must be able to improve performance through management feedback.
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Job Description

Supports human resources processes by administering tests; scheduling appointments; conducting orientation; maintaining records and information.

Job Duties and Responsibilities:

- Daily job duties and responsibilities of HR assistants include:
- Answering employee questions
- Processing incoming mail
- Creating and distributing documents
- Providing customer service to organization employees
- Serving as a point of contact with benefit vendors/administrators
- Maintaining computer system by updating and entering data
- Setting appointments and arranging meetings
- Maintaining calendars of HR management team
- Compiling reports and spreadsheets and preparing spreadsheets

Recruitment/New Hire Process:

- Participating in recruitment efforts
- Posting job ads and organizing resumes and job applications
- Scheduling job interviews and assisting in interview process
- Collecting employment and tax information
- Ensuring background and reference checks are completed
- Preparing new employee files
- Overseeing the completion of compensation and benefit documentation

- Orienting new employees to the organization (setting up a designated log-in, workstation, email address, etc.)
- Conducting benefit enrollment process
- Administering new employment assessments
- Serving as a point person for all new employee questions
- Payroll and Benefits Administration
- Processing payroll, which includes ensuring vacation and sick time
- Participating in benefits tasks, such as claim resolutions, reconciling benefits statements, and approving invoices for payment
- Record Maintenance
- Completing termination paperwork and assisting with exit interviews

Applying Procedure:

Interested candidates are requested to send their updated resume to factory2@rungtasgroup.com.np

OR,

Applying Procedure

Apply Link : <https://merojob.com/human-resource-assistants/>

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