



## Human Resource Manager

- **Vacancy for:** 1
- **Posted on:** July 15, 2018
- **Deadline:** July 25, 2018, 11:55 p.m.

### Basic Job Information

Job Category	: Human Resource /Org. Development > HR
Job Level	: Senior Level
Employment Type	: Full Time
Job Location	: New Baneshwor, Kathmandu, Nepal
Offered Salary	: NRs. 45,000 - 50,000 Monthly

### Job Specification

Education Level	: Graduate (Masters)
Experience Required	: More than 4 years
Professional Skill Required	: Interpersonal Skills, Human Skills, Reporting, Presentation, Communication, Teamwork, Leadership

### Other Specification

- Must have completed Masters Degree in MBA/MBS or any relevant Masters program
- Proven work experience of minimum 3 years of progressively more responsible positions in human resources
- Experience supervising and managing a professional staff
- Experience as a trusted resource as a member of a senior level executive team Highly developed, demonstrated teamwork skills

### Job Description

- Recruiting, training and developing staff. Develop training and development programs. Identifies opportunities for improvement and resolves problems
- Making sure that staffs get paid correctly and on time
- Approving job descriptions and advertisements. Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process
- Monitoring staff performance and attendance
- Advising line managers and other employees on employment law and the employer's own employment policies and procedures
- Negotiating salaries, contracts, working conditions or redundancy packages with staff and representatives
- Support the development and implementation of HR initiatives and systems
- Provide counseling on policies and procedures
- Create and implement effective on boarding plans
- Assist in performance management processes
- Support the management of disciplinary and grievance issues
- Maintain employee records according to policy and legal requirements
- Review employment and working conditions to ensure legal compliance
- Conducts a continuing study of all Human Resources policies, programs, and practices to keep management informed of new developments
- Manages the preparation and maintenance of such reports as are necessary to carry out the functions of the department
- Prepares periodic reports for management, as necessary or requested, to track strategic goal accomplishment

### Applying Procedure

Apply Link : <https://merojob.com/human-resource-manager-63/>

