

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. 45,000.00 - 50,000.00 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
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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
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Applying Procedure

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

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