



Human Resource Officer

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** May 5, 2017, midnight

Basic Job Information

Job Category : Human Resource /Org. Development
Job Level : mid
Offered Salary : None

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : Not Required

Other Specification

- Candidates having HR & Administration related experience are encourage to apply.
 - Should have knowledge of HR laws & policies of Nepal.
 - Maintain excellent writing and language skills. International skills is highly valued.
 - Enjoys working with people and building & maintaining relationship with various stakeholders.
 - Awareness of confidentiality and ability to prioritize workload.
 - Should cope up with a different situation.
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Job Description

- Provide general day to day HR support as part of the HR function.
- Recruiting staff – this includes developing job description and personal specification, preparing job adverts, checking applications forms, shortlisting, interviewing & selecting Candidates.
- Maintain long list of good candidates for future.
- Responsible for developing and implementing HR Strategies and policies
- Creating a work environment where employee can grow into their best professional/personal selves.
- Administering payroll and maintaining contracts, personal files & other employee information.
- Employee benefits, development and other administration for employee.
- Managing training and seminars on a professional environment.
- Fulfillment of additional duties as required.

TO APPLY,

Please send your updated CV at **Email:** career@nbsm.com.np

OR,

Applying Procedure

Apply Link : <https://merojob.com/human-resource-officer-10/>

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