



Human Resource Officer

- **Vacancy for:** 1
- **Posted on:** Sept. 9, 2018
- **Deadline:** Sept. 19, 2018, 11:55 p.m.

Basic Job Information

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

Job Specification

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

Job Description

- Recruiting staff - this includes developing job descriptions and person specifications, preparing job adverts, checking application forms, short-listing, interviewing and selecting candidates
- Maintaining a long list of good candidates for future.
- Employee Administration: onboarding and of boarding employees
- Assist in Preparation, development, and implementation of performance management as well as performance evaluation policies and procedures
- Working with external HR consultants, if needed
- Administering payroll and maintaining employee records
- Build and maintain relationships with major colleges/universities and societies to facilitate hiring
- Organize and participate in major recruiting events

Qualification required:

- Bachelor/ Masters in Management, specialized in HR is preferred, with minimum 1 year of experience in related field with HR best practices
- Work exposure in multinational company will be an extra advantage.
- Must possess excellent strategic thinking, interpersonal, and ethical conduct skills
- Experience with office management software like HR systems and databases including MS Office
- Strong organization skills with a problem-solving attitude

What we offer:

- International working environment in a start-up setting, and a unique opportunity to learn from the best in ecommerce and online marketing
- Rigorous training and exposure in team management, leadership, online marketing, business analytics and operations
- Five days a week (Monday to Friday), 9 AM to 6 PM working hours
- Benefit package: Provident Fund, Gratuity, Fuel Expenses, Mobile top ups and data pack, Accidental Insurance, Medical Insurance, Full annual health check-up

How to apply:

- Email with your CV as an attachment to jobs@daraz.com.np Your email needs to serve as a cover letter
- Include in the subject field of the email the title of the job you are applying for
- If you have been referred by current or past Daraz employees, please mention the referrer's full name and contact information

OR,

Applying Procedure

Apply Link : <https://merojob.com/human-resource-officer-47/>

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