



Human Resource Officer

- **Vacancy for:** 2
- **Posted on:** Nov. 19, 2018
- **Deadline:** Nov. 26, 2018, 11:55 p.m.

Basic Job Information

Job Category	: Human Resource /Org. Development > Diversity Management/ Compliance, General HR, HR IS/ HR database Management, Payroll and Benefit administration, Recruitment and selection
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Buddhanagar, Kathmandu
Offered Salary	: Negotiable

Job Specification

Education Level	: Under Graduate (Bachelor)
Experience Required	: More than 2 years
Professional Skill Required	: Enthusiastic, Advance Excel, People Skill, Problem Solving, Communication

Other Specification

- Should have at least two year of experience in HR
 - Enjoy working with people, patient, tactful, and approachable
 - Respect the importance of confidentiality, as you will be dealing with employee's personal details
 - Excellent analytical, organizational and planning skills
 - Innovative, creative, strong problem solving skills
 - Team work mindset
 - Be able to work accurately, with good attention to detail
 - Be able to use databases, spreadsheets, and systems
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Job Description

- To visit Branch sites and Recruitment agency as and when required
 - To counsel, monitor, guide & coach staffs as and when require
 - To provide the accurate job description to each employee
 - To work & find out different ways for the development of the organization
 - To maintain employee database in HRIS
 - To identify the required training and development opportunities to the employee.
 - To provide basic counselling to staff, who have performance related obstacles.
 - To monitor the daily attendance
 - To investigate and understand the causes of staff absences
 - To provide advice and recommendations on disciplinary actions
 - Leave management
 - Staff facility management
 - Maintain a healthy environment in the organization
 - To analyses, the daily work report of employees & suggest for improvement
 - To plan for economizing manpower cost by optimizing individual idle time
 - To report to the supervisor regularly
 - Other duties and responsibilities will be as assigned by supervisor
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Applying Procedure

Apply Link : <https://merojob.com/human-resource-officer-51/>

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