



Junior Executive - HR Services

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Dec. 22, 2014, midnight

Basic Job Information

Job Category : Human Resource /Org. Development
Job Level : entry
Job Location : Kathmandu
Offered Salary : None

Job Specification

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

Other Specification

- Analytical and Negotiation skills
- Sound knowledge of Recruitment and Selection with ability to screen the candidates through various assessment
- Excellent communication and presentation skills (written & verbal)
- Proficiency in MS-Office Package with excellent knowledge of MS-Excel
- Good interpersonal skill

Experience:

- 1-2 years of experiences in Human Resources. Preference will be given to the candidates having experience in the similar capacity.
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Job Description

- To maintain positive relationships with media agencies and client organization for Recruitment & Selection process
- Coordinate recruitment assessments for various clients organisation
- To be involved in supporting panels and ensuring the smooth running of the assessment process such as ensuring the assessment panel and facilitators
- To assist the clients in developing job descriptions, preparing vacancy advertisements and various recruitment system
- To perform any other duties as assigned by the concerned authority

Salary offered, Benefits and more:

- Gross salary of NRs.15000.00 - 20000.00 + attractive incentives.
 - In addition to gross salary, benefits such as fuel allowance, communication allowance, festival bonus, subsidize lunch and other benefits such as Provident Fund, Insurance after confirmation of employment
 - Dynamic and challenging working environment for better learning and career growth opportunity
 - Good working culture and environment
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Applying Procedure

Apply Link : <https://merojob.com/junior-executive-hr-services/>

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