



Junior Executive- Human Resource

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Dec. 16, 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

- Should have minimum 6 months experience in related field
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Job Description

OBJECTIVE OF THE JOB

- To develop and establish Human Resource strategies, policies and systems in the organization and facilitate its implementation.

JOB RELATIONSHIP

Accountable for: Human Resource Department

Reporting to: Managing Director

Coordination with: Employee in Operations and Administration Department, Human Resource Department, Accounts Department, Marketing Department, Technical Department

With external Institutions: Relevant Recruitment Companies, Other companies

DUTIES AND RESPONSIBILITIES

- Explain company HR policies, benefits and procedures to employees or job applicants.
- Monitor and report the implementation of HR policies and procedures to the department head on a regular basis.
- Process, verify, and maintain documentation during recruitment, selection, hiring, orientation, training, grievances, performance appraisal, transfer, promotion, increment, disciplinary actions, termination or resignation etc.
- Coordinate with media, advertising agencies, recruitment agencies etc in order to release vacancy advertisement/s as and when required.
- Conduct preliminary interview of the candidates applying for job and generate a report of each individual applicants as and when required.
- Maintain up-to-date information of each employees of an organization in their personal file and a comprehensive detail on spreadsheet format at computer in secure way.
- Gather relevant and necessary employee information from various units/department and record accordingly, including such information as attendance, various leaves, application for leave, facilities etc.
- Generate a monthly individual report on salary payable including all deductions, keep a record of it and provide it to concerned personnel at accounts department.
- Change the organization chart as per the changes in the organizational structure.

- Develop job detail of each job position in the organization, review it on a timely basis and communicate the same with concerned HOD and/or Consultant for approval and communicate with the approved job detail with specific personnel.
 - Mediate in workplace dispute as and when required.
 - Compile different relevant information from various internal and external sources in order to assist HR department to align/update the prevailing HR policies, procedure, forms and format with the change of time, technology, culture, government laws etc.
 - Conduct performance appraisal on a specified date, facilitate the process, record the result and implement the decided reward and other actions.
 - Identify, coordinate and negotiate the specific trainer or training institution/s as demanded by various units/department and facilitate during the training programme.
 - Prepare report on all job performed and submit report to the concerned authority in writing or verbally.
 - Perform all other relevant duties as needed and required.
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Applying Procedure

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