



Manager - Admin/ HR

- **Vacancy for:** 1
- **Posted on:** Nov. 6, 2018
- **Deadline:** Dec. 6, 2018, 11:55 p.m.

Basic Job Information

Job Category : General Mgmt. / Administration / Operations
Job Level : Mid Level
Employment Type : Full Time
Job Location : Kathmandu
Offered Salary : Negotiable

Job Specification

Education Level : Graduate (Masters)
Experience Required : Not Required

Other Specification

- Must have completed Master degree in Business Administration or Equivalence from reputed university / institute
 - Must have atleast 2 - 3 years of work experience in related field
 - Ability to communicate clearly and tactfully
 - High level of patience
 - Ability for time management
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Job Description

- Communication with various multi-national companies.
- Maintains management guidelines by preparing updating, and recommending human resource.
- Contributes to team effort by accomplishing related results as needed
- Maintain and update the staff record
- Communicate with the principal companies and update the documents
- Monitoring and scheduling individual pay actions
- Update the company legal documents
- Maintaining office filing systems
- Co-ordinate with all the department

Applying Procedure:

Interested candidates are requested to send their application, CV, qualification certificates and passport photo at info@padmashree.com.np

OR,

Applying Procedure

Apply Link : <https://merojob.com/manager-admin-hr-2/>

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