



Senior Officer/Assistant Manager- HR

- **Vacancy for:** 1
- **Posted on:** Oct. 23, 2017
- **Deadline:** Oct. 30, 2017, 11:55 p.m.

Basic Job Information

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

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 5 years

Other Specification

- Must have completed Bachelor's degree with 3-4 years of experience in Human Resource field. (Preferably MBA-HR)
 - Must have excellent Nepali typing and Nepali letter drafting skills
 - Must be proficient in MS Office
 - Must have the skills to Supervision Skills, Team Building Skills, Negotiation Skills, and Counseling Skills
 - Good communication and drafting skills
 - Working knowledge of Selection Process, Attendance, Leaves and Employee Database etc
 - Ability to work under pressure
 - Pleasing personality with cool temperament
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Job Description

- Ensuring the proper execution of the recruitment process and orientation of new employees in the company
- Responsible for the preparation of monthly financial memos and attendance reports
- Facilitating proper communication and coordination with various departments within the company in implementing of various HR activities
- Assisting in the implementation of HR policies and procedures to ensure proper HR management
- Working in the planning and implementation of training and development programs for the future growth and development of the company staffs etc.
- Assist HR Manager in planning and conducting of employee performance appraisals

Salary and Perks:

- Kindly mention your expected salary and perks in the CV itself.
- Other benefits will be as per Company rule.

TO APPLY:

Qualified Candidates having pleasant and cheerful personality with excellent interpersonal skills are requested to apply with updated CV, recent passport size photograph, a copy of citizenship with covering letter mentioning the position to Human Resource Department to vacancy@civilgroup.com.np

OR,

Applying Procedure

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

