

Outsourcing Executive

- **Vacancy for:** 2
- **Posted on:** March 21, 2018
- **Deadline:** March 31, 2018, 6:30 p.m.

Basic Job Information

Job Category	: Human Resource /Org. Development > HR
Job Level	: Mid Level
Employment Type	: Full Time
Job Location	: Kathmandu, Central Development Region, Nepal
Offered Salary	: Negotiable

Job Specification

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

Other Specification

- Should have the knowledge of labour law
 - Should have basic knowledge in accounting
 - Should have coordination and organization skills
 - Should have analytical skills and able to handle multiple projects
 - Should be result driven and think out of the box
 - Should have people handling skills with effective convincing skills
 - Should be outspoken, flexible on time, cooperative and trustworthy
 - Should be self-motivated, independent and lead the team
 - Should have supervision skills
 - Should possess good communication and interpersonal skill
 - Should possess two wheeler with license
 - Should be able to work under pressure
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Job Description

Salary offered, Benefits and more:

- Gross salary of NRs. 20 K plus and attractive incentives (If Fresher 15 K +)
- In addition to gross salary, benefits such as medical insurance, accidental insurance, fuel allowance, communication allowance, subsidize lunch, festival bonus. Other benefits such as provident fund, leave facility, gratuity after the confirmation of employment
- Dynamic and challenging working environment for better learning and career growth opportunity
- Good working culture and environment

Job Description:

- Understand the HR requirements from clients and responsible for activities from recruitment and selection to exit interview of outsource employees
- Onboard selected candidates and process for necessary documents
- Regularly track attendance and leave of employees and assist/coordinate to manage/prepare monthly salary and benefits of overall outsourced employees
- Regular visit to clients and employees supervision and monitoring of outsource employees; visit the clients and employees to get instant feedback on performance
- Identify and communicate the services to the prospective corporate clients regarding outsourced staffing, payroll management and background verification as and when required
- Continuous follow up with existing/prospective clients for business opportunities
- Prepare up-to- date record of all existing clients/candidates detail, update activities relating to each client/candidate and submit a report to the concerned authority whenever asked
- Perform any other duties as assigned by the concerned authority.

Applying Procedure

Apply Link : <https://merojob.com/oursourcing-executive/>

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