



Recruitment Coordinator (Male)

- **Vacancy for:** 2
- **Posted on:** Feb. 27, 2018
- **Deadline:** March 9, 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, Central Development Region, Nepal
Offered Salary : Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 3 years

Other Specification

- Should have mandatory 6 years of proven work experience as a Recruiting Manager, Recruitment Consultant or Recruiting Coordinator
 - Hands-on experience with Microsoft Office package
 - Knowledge of labor legislation
 - Excellent verbal and written communication and team management skills
 - Strong decision-making skills
 - Candidates with experience from Manpower sector will be an added advantage
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Job Description

- Designs, develops and maintain the recruitment process in the organization (including its description, recruitment measurement definitions, regular measurement reporting, taking proper actions to close gaps)
- Designs the selection matrix for choosing the optimum recruitment channel and recruitment source
- Should have own local channel to be utilized for bulk recruitment
- Explores the market best practices in the recruitment and staffing and implement appropriate best practices in the organization
- Builds a quality relationship with the internal customers and external recruitment agencies
- Monitors and constantly reduces the costs of the recruitment process
- Sets the social media communication strategy for different job profiles and functions in the organization
- Conducts job interviews for the managerial job positions (or key jobs in the organization)
- Monitors the labor legislation and implements required changes to keep the process compliant
- Acts as a single point of contact for managers regarding recruitment topics

Please Note: Need Applicants who can communicate well in English with pleasing personality

TO APPLY:

Interested candidates meeting above requirement are requested to apply with handwritten application and updated CV through email to theriver@wlink.com.np

OR,

Applying Procedure

Apply Link : <https://merojob.com/recruitment-coordinator-male-2/>

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