



## Recruitment Coordinator (Male)

- **Vacancy for:** 2
- **Posted on:** Jan. 7, 2018
- **Deadline:** Jan. 17, 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

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### Job Specification

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

### 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](mailto:theriver@wlink.com.np)

**OR,**

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### Applying Procedure

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

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