



Recruitment officer

- **Vacancy for:** 2
- **Posted on:** March 22, 2018
- **Deadline:** March 31, 2018, 6:30 p.m.

Basic Job Information

Job Category	: Sales / Public Relations > HR, Channel sales
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 1 year

Other Specification

- Should have effective convincing & negotiation skill
- Should be outspoken, flexible on time, cooperative and trustworthy
- Should possess good communication and interpersonal skill
- Should possess pleasant personality and positive attitude
- Should be proficient in computer skills (Email, Internet, MS Word, MS Excel, PowerPoint etc.)
- Should be able to work under pressure

Job Description

Salary offered, Benefits and more:

- Gross salary of NRs 20,000.00 + attractive incentives
- In addition to gross salary, benefits such as fuel allowance, communication allowance, medical insurance, accidental insurance, subsidizes lunch, provident fund, leave facility, from date of join
- 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; identify and recommend the right candidates to them for various positions
- Screen, interview and prepare pool of jobseekers in order to meet present and future requirements
- Coordinate with the client through the process and develop innovative ideas to meet the client's requirement in a short period time
- Identify and communicate with the prospective corporate clients to provide details on the services and continuous follow up with existing/prospective clients for business opportunities
- Perform all the activities as assigned by the concerned authority

Applying Procedure

Apply Link : <https://merojob.com/recruitment-officer-13/>

Generated By

