

Job Title: HR Officer

We are looking for a skilled and diligent HR Officer who will recruit, support and develop talent through developing policies and managing procedures.

Role and Responsibilities

- Support the development and implementation of HR initiatives and systems
- Provide counseling on policies and procedures
- Be actively involved in recruitment by preparing JDs, posting ads and managing the hiring process
- Create and implement effective onboarding plans
- Develop training and development programs
- Assist in performance management processes
- Support the management of disciplinary and grievance issues
- Maintain employee records according to policy and legal requirements
- Review employment and working conditions to ensure legal compliance

Job Specification**Qualification and Education Requirements**

- Minimum Bachelor degree in Business or Management preferably Human Resources.
- Few years' experience in relevant field.

Functional Skills

- Knowledge of HR functions (pay & benefits, recruitment, training & development etc.)
- Understanding of labor laws and disciplinary procedures
- Proficient in MS Office; knowledge of HRMS is a plus
- Outstanding organizational and time-management abilities
- Excellent communication and interpersonal skills
- Problem-solving and decision-making aptitude
- Strong ethics and reliability

If you are passionate about HR and highly efficient, give us a chance to meet you. Send your resume with cover letter at hr@imegroup.com.np by July 30th 2019.