Job description of Human Resource Assistant (Reeya Khatiwada)

*R: Responsible: Mrs. Reeya Khatiwada*

*A: Accountable: Ms. Shriya Chaubey*

*C: Coach: Mr. Sagar Dev Lakhe Shrestha*

*I: Informed: Mrs. Buddha Laxmi Manandhar Mr. Binod Maharjan & Mr. Bimal Raj Regmi*

Human Resource Assistant Job Description

* Assist in the day-to-day operations of the HR Department
* Assist with the recruiting and on boarding process
* Assist the development of HR processes, policies and systems
* Liaise with employees, supervisors, managers, co-workers in problem resolution
* Maintain accurate and up-to-date employee records, including personal information, employment contracts, performance evaluations, and benefits documentation
* Distribute and monitors employee performance evaluations and ensures they are done in a timely manner
* Assist in performing benefits tasks like performing payroll/benefit-related reconciliations and audits and approving invoices for payments.
* Undertake administrative duties necessary to fulfill compliance tasks
* Assist in providing departing employees with check-out documents
* Collect employment and tax information
* Help during exit interviews and complete termination documentation
* Help in conducting exit interviews or termination meetings as required
* Schedule and coordinate job interviews
* Assist in background and reference checks
* Assist in preparing job offer letters
* Provide support during recruitment activities like job fairs and career events
* Arranges an administrative hearing and documents the minutes of the meeting
* Take care of new hire paperwork and logistics, setting up designated workstations, computer logins, email addresses, etc.
* Schedule one-on-one meetings to discuss company policies.
* Provide employee handbook
* Serve as point person for all new employee’s inquiries.