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## Hamro Jobs

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Sales/Retail  
Mitra-Park, Kathmandu  
<https://www.hamrojobs.com.np>

**Recruitment Officer**

### **Basic Information**

Job Category : Sales/Retail

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Job Level : Mid Level

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No. Of Vacancies : 2

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Employment Type : Full Time

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Job Location : Mitra-Park, Kathmandu

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Offered Salary : 20000 - 35000

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Apply Before : 2026-01-10 ( 30 Days, 19 Hours From Now )

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### **Job Specification**

Education Level : Bachelor Degree

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Education Required : BBA & BBS

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Experience Required : Greater Than 2 Years

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## **Other Specification**

- Proven work experience as a Recruiter (either an in house Recruiter & a staffing agency recruiter)
  - Solid ability to conduct different types of interviews (Structured, competency-based, stress etc)
  - Hands on experience with various selection processes (phone interviewing, reference check etc)
  - Familiarity with HR databases, Applicant Tracking Systems (ATS) and Candidate Management Systems (CMS)
  - Excellent communication and interpersonal skills
  - Strong decision-making skills
  - BBA/BBS in Human Resources Management Prefer
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## **Job Description**

- Design and implement overall recruiting strategy
- Develop and update job descriptions and job specifications
- Prepare recruitment materials and post jobs to appropriate job board/newspapers/colleges etc
- Source and recruit candidates by using databases, social media etc
- Screen candidates resumes and job applications
- Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule
- Monitor and apply HR recruiting best practices
- Provide analytical and well documented recruiting reports to the rest of the team
- Act as a point of contact and build influential candidate relationships during the selection process
- Promote company's reputation as "best place to work"