

**Job Description For:**

**Based At:** Purnaa Enterprises Pvt Ltd

**Title:** Junior HR Assistant

**Reports To:** HR Manager

**Key Responsibilities and Accountabilities:**

**1. Manage Employee Information and HR Processes**

- Maintain and organize employee files, ensuring accurate record-keeping.
- Assist in creating and renewing employee contracts, filing information in Odoo, and managing HR-related documents.
- Oversee staff attendance and absence monitoring.
- Manage health insurance claims and assist with employee benefits, including school allowances, salary advances, adult education, and health allowances.
- Assist Admin HR Associate in working with the accounts team to ensure accurate monthly payroll processing data.
- Help start new employee accounts for bank, SSF, PAN, and create ID badges.

**2. Support Recruiting and Hiring Processes**

- Support the HR Team in the recruitment and hiring of the production Team Member as needed.
- Participate in onboarding new employees, including orientation sessions and initial training on Purnaa policies and procedures.

**5. Assist with Special Events and Employee Engagement**

- Help organize and assist in the programs for special events, such as monthly birthday celebrations, employee of the month, farewells, training graduations, and work anniversaries.
- Support welfare and recreational activities, including social events and extra-curricular training.

**6. Maintain Confidentiality and Compliance**

- Handle confidential information with integrity and ensure strict confidentiality.
- Monitor compliance with labor laws and ensure Purnaa's workplace policies prohibit discrimination, harassment, or abuse.

**7. Promote Continuous Improvement**

- Encourage a culture of continuous improvement, inviting team members to make suggestions to enhance overall performance.
- Maintain a list of improvement projects and contribute to their implementation.

**8. Translation and Communication Support**

- Translate between Nepali and English as needed, helping with communication among staff.
- Translate documents and other materials from English to Nepali and vice versa.

## **Qualifications and Requirements:**

- Completed the Higher Secondary Level Education and Bachelor's Degree Preferred.
- Strong communication skills in English and Nepali, with translation capabilities.
- Excellent organizational skills and attention to detail.
- Proficiency in Microsoft Office and other office applications.
- Ability to maintain confidentiality and work with sensitive information.
- Good problem-solving skills and a proactive approach.
- Team-oriented with a positive attitude.
- Two-wheeler license mandatory.

**Salary Range:** 20,000 - 25,000 NPR

**Working Hours:** 10 AM - 5:00 PM