**Job Description for:** Bikash Shrestha

**Based at:** Purnaa Enterprises

**Title**: HR Assistant

**Reports to:** HR Manager

**Job purpose**: Ensure Purnaa maintains a positive and supportive work environment for all employees. Develops and trains Purnaa staff to the best of their abilities.

**Key responsibilities and accountabilities:**

1. Help ensure positive work environment
   1. Listen to employee needs, suggestions, and grievances and help to resolve issues in accordance with Purnaa values, serving as conflict resolution mediator as necessary.
   2. Oversee employee welfare and work with other members of the welfare team to resolve issues.
   3. Help monitor that Purnaa follows labor laws and does not allow discrimination, harassment, or abuse.
   4. Help organize company celebrations of birthdays, employee of the month, saying farewell to departing staff, and other special occasions.
   5. Help oversee employee welfare and recreational activities such as extra-curricular training and social events.
2. Help Purnaa staff to be grow in their personal lives and become independent
   1. When necessary, visit and help Purnaa employees in times of need, for example hospital visits, home visits, assist in moving, etc.
3. Help conduct orientation program for new employees to include initial training on all subjects of the Purnaa Handbook: leave and salary policies, code of conduct, basic safety, etc.
4. Help maintain professional management of employee information, contracts and compensation
   1. Ensure employee files are maintained in an organized manner.
   2. Manage reimbursements for school allowance, salary advances, and health allowance
   3. Manage insurance claims
   4. Help start new employee bank accounts
   5. Help renew employee contracts expire
   6. Start CIT funds.
   7. Renew employee ID cards as necessary
5. Help with training Purnaa’s employees.
   1. Assist in the trainings are offered such as values, skills training, safety training, leadership training, and Bible Study etc.
6. Foster company culture of continuous improvement – every team member is empowered to make suggestions to improve overall performance and maintains a list of improvement projects.
7. Serve as Nepali to English translator with foreign staff as needed and help translate English documents into Nepali.

**Working Hrs:** Monday-Friday 8:30am – 5: 30pm. Overtime may be required. Occasionally work on Sundays will be required and traded with another day during the week as a holiday.