Job Description: HR Officer

Company: Fishtail Infosolutions Pvt. Ltd.

Location: On-site

Open Positions: 1

Employment Type: Full-time

Department: Human Resources

> **Female Candidates Only:** This position is strictly open to female candidates only.

About Us

Fishtail Infosolutions Pvt. Ltd. is a growing digital solutions company delivering services in Content, SEO, Website Development, and Creative Design. We specialize in building modern, scalable, and high-performance web applications tailored to business needs. Our team works closely with real-world products, business flows, and client-driven requirements using modern development practices and tools.

We are currently looking for an HR Officer to join our on-site team and support our HR operations and people processes.

Role Overview

The HR Officer will be responsible for supporting day-to-day HR operations, recruitment, employee records, attendance and leave management, and employee engagement. This role is suitable for a proactive and organized female candidate with a strong understanding of HR practices who can help maintain a positive, professional, and well-managed work environment for our team of 75+ professionals.

Key Responsibilities

- Handle end-to-end recruitment - job posting, screening, scheduling interviews, and onboarding new employees.
- Maintain employee records, attendance, and leave management accurately and on time.
- Support payroll preparation, salary sheets, and HR documentation.
- Coordinate employee engagement activities, training, and performance reviews.
- Ensure compliance with company HR policies and the Nepal Labour Act.
- Handle employee queries and support a healthy, professional work environment.
- Assist in drafting HR notices, policies, letters, and other internal communications.
- Coordinate with department heads on staffing needs, joining formalities, and exit formalities.

Requirements

Eligibility

- **Female candidates only.** Only female candidates can apply for this position.

Experience

- 1-2 years of experience in HR is preferred.
- Freshers with a strong learning attitude and relevant internship or academic background can also apply.

Education

- Bachelor's degree in Human Resource Management, Management, or a related field.

Skills

- Good knowledge of HR practices and the Nepal Labour Act.
- Strong communication, coordination, and documentation skills.
- Proficient in MS Office / Google Workspace.
- Ability to maintain confidentiality and handle sensitive employee information responsibly.
- Good organizational skills with attention to detail and follow-through.

Soft Skills

- Strong interpersonal and problem-solving skills.
- Ability to work with employees across all departments in a professional manner.
- Willingness to learn and adapt to new processes and tools.
- Ability to work effectively in an on-site team environment.

What You Will Gain

- Opportunity to work on real HR operations for a growing company with 75+ employees.
- Hands-on experience in recruitment, payroll support, attendance, and employee engagement.
- Collaboration with management and cross-functional teams.
- Friendly and professional, growth-oriented work environment with learning opportunities.
- Lunch facility and other benefits as per company policy.
- Long-term career growth based on performance.