

HR / Admin Manager

[Apply Now](#)

Company: Fuzu

Location: Nigeria

Category: other-general

Job Summary

Contract Type:

Sign up to view job details.

Requirements

Work experience as an HR & Admin Officer or similar role

Basic knowledge of labor legislation

Experience using spreadsheets

Organizational skills

Good verbal and written communication skills.

Responsibilities

Maintaining physical and digital personnel records like employment contracts.

Update internal databases with new hire information

Create and distribute guidelines and FAQ documents about company policies

Gather payroll data like bank accounts and working days

Supporting company leadership and supervising administrative department activities for staff members.

Directing, reviewing, and optimizing office operations to increase accuracy, productivity, and efficiency and reduce costs.

Respond to employees' questions about benefits (for example, number of vacation days they're eligible for)

[Apply Now](#)

Cross References and Citations:

1. [HR / Admin Manager AgilejobsnearmeJobs Nigeria Agilejobsnearme](#)
2. [HR / Admin Manager FishjobsJobs Nigeria Fishjobs](#)
3. [HR / Admin Manager Greecejobs Jobs Nigeria Greecejobs](#)
4. [HR / Admin Manager Searchukjobs Jobs Nigeria Searchukjobs](#)
5. [HR / Admin Manager Germanyjobs Jobs Nigeria Germanyjobs](#)
6. [HR / Admin Manager EntertainmentjobsnearmeJobs Nigeria Entertainmentjobsnearme](#)
7. [HR / Admin Manager Industryjobsearch Jobs Nigeria Industryjobsearch](#)
8. [HR / Admin Manager CopenhagenjobsJobs Nigeria Copenhagenjobs](#)
9. [HR / Admin Manager PhysicianjobsnearmeJobs Nigeria Physicianjobsnearme](#)
10. [HR / Admin Manager Londoncareerhub Jobs Nigeria Londoncareerhub](#)
11. [HR / Admin Manager TollywoodjobsJobs Nigeria Tollywoodjobs](#)
12. [HR / Admin Manager Tradingjobs Jobs Nigeria Tradingjobs](#)
13. [HR / Admin Manager SearchaustralianjobsJobs Nigeria Searchaustralianjobs](#)
14. [HR / Admin Manager Searchcanadajobs Jobs Nigeria Searchcanadajobs](#)
15. [HR / Admin Manager EmploymenowJobs Nigeria Employmenow](#)
16. [HR / Admin Manager Shanghaijobs Jobs Nigeria Shanghaijobs](#)
17. [HR / Admin Manager BelgiumjobsJobs Nigeria Belgiumjobs](#)
18. [HR / Admin Manager Pediatricjobsnearme Jobs Nigeria Pediatricjobsnearme](#)
19. [Hr / admin manager Jobs Nigeria](#)
20. [AMP Version of Hr / admin manager](#)
21. [Hr / admin manager Nigeria Jobs](#)

22. Hr / admin manager Jobs Nigeria ↗

23. Hr / admin manager Job Search ↗

24. Hr / admin manager Search ↗

25. Hr / admin manager Find Jobs ↗

Source: <https://ng.expertini.com/jobs/job/hr-admin-manager-nigeria-fuzu-e4369ee5e4/>

Generated on: 2024-05-05 by Expertini.Com