

HR & Administrative Executive

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Company: ACR Globe

Location: Abuja

Category: other-general

TAA Logistics is a technology-driven company that is dedicated to providing complete logistics solutions to businesses across all industries. A company inspired by clients' encouragement to drive Service Excellence, Service Quality and Synergy to the current complex logistics industry. Onekobo Technologies Limited is a pioneering company wholly owned and operated by professionals dedicated to the disciplines of Information Technology, Mechanical, Chemical, Civil, Structural, Electrical and Instrumentation Engineering in the execution of projects and services for the military, defense, and security forces. Athena Centre for Policy and Leadership is a premier think tank focusing on evidence-based research and innovative training programs to shape the future of governance and nurture leadership in Nigeria Location: Abuja Job summary: As the HR/Administrative Executive, your responsibilities typically include a range of duties that span both human resources and administrative functions. Here's a breakdown of the key duties: Human Resources Responsibilities: 1. Recruitment and Onboarding: - Assisting in the recruitment process by posting job openings, screening resumes, scheduling interviews, and conducting initial candidate assessments. - Coordinating the onboarding process for new employees, including preparing necessary paperwork, conducting orientation sessions, and ensuring a smooth transition into the organization. 2. Employee Relations: - Addressing employee queries and concerns regarding HR policies, procedures, and benefits. - Assisting in resolving employee conflicts or issues through effective communication and conflict resolution techniques. 3. Performance Management: - Supporting the performance management process by maintaining employee records, tracking performance appraisal timelines, and

assisting in performance evaluation procedures. - Assisting in the development and implementation of employee development plans and training programs. 4. HR Compliance: - Ensuring compliance with labor laws, regulations, and company policies by staying updated on relevant legislation and communicating changes to stakeholders. - Assisting in the preparation and maintenance of HR-related documentation, such as employee contracts, policies, and procedures manuals. 5. Office Administration: - Managing day-to-day office operations, including maintaining office supplies, equipment, and facilities. - Coordinating office logistics, such as meetings, appointments, and travel arrangements for employees. 6. Data Management: - Maintaining accurate and up-to-date employee records and databases. - Compiling and analyzing HR metrics and reports for management review. 7. Communication and Correspondence: - Handling incoming and outgoing correspondence, including emails, phone calls, and mail. - Drafting and editing HR-related documents, such as job descriptions, offer letters, and memos. 8. Event Coordination: - Assisting in the planning and coordination of company events, meetings, and training sessions. - Managing logistics for internal events, including venue booking, catering arrangements, and attendee communication. 9. Employee Benefits Administration: - Assisting with the administration of employee benefits programs, including health insurance, retirement plans, and other perks. - Serving as a point of contact for employees' questions or concerns related to benefits. 10. HR Projects and Initiatives: - Participating in HR-related projects and initiatives, such as employee engagement surveys, diversity and inclusion programs, or wellness initiatives. - Collaborating with HR team members to support departmental goals and objectives.

Qualifications and Skills: 1. Bachelor's degree in Human Resources, Business Administration, or related field (preferred). 2. Prior experience in HR or administrative roles. 3. Strong organizational and time management skills. 4. Excellent communication and interpersonal skills. 5. Proficiency in HRIS (Human Resources Information Systems) and MS Office Suite. 6. Knowledge of labor laws and regulations. 7. Ability to maintain confidentiality and handle sensitive information with discretion. 8. Minimum of 4 year experience in a similar position

What We Offer: A dynamic and supportive work environment with opportunities for professional growth and development. A chance to contribute significantly to the shaping of governance and leadership in Nigeria. Competitive salary and benefits commensurate with experience and qualifications.

Application Process: Interested candidates should submit a cover letter and resume/CV while applying for this role.

4-5 years

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