

## Human resource and admin assistant

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Company: TEAMACE LTD

Location: VI

Category: other-general

Job Opening!!!!

TeamAce Limited: Our client, a fast growing, agricultural investment and trading company is looking to fill the role of;

Job Title: HUMAN RESOURCE AND ADMIN ASSISTANT.

Location: LAGOS.

### Job Summary

As the human resource and admin assistant you will be required to be involved in the recruitment process and provide general administrative support, including managing correspondence, filing, and data entry.

### Responsibilities

- Maintain accurate and up-to-date employee records, ensuring compliance with privacy and confidentiality policies and support in the onboarding process for new hires, facilitating orientation and necessary paperwork.
- Assist in performance appraisal processes and feedback documentation and handle basic employee queries and provide initial support for HR-related matters.
- Assist in the development and implementation of HR policies and procedures and assist

in organizing company events, meetings, and employee engagement activities.

- Manage office facilities and liaise with vendors for maintenance and services and handle travel arrangements and accommodation bookings for employees.

#### Requirements

- BSC in Human Resources, Business Administration, or a related field.
- Minimum of 1-2 years' experience in human resource
- Proficiency in Microsoft Office Suite.
- Prior internship or relevant work experience in HR or administration is a plus.

#### Salary

- N120,000-N200,000 Monthly.

Qualified and Interested Candidates should apply here:

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