

Human Resource Officer

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Company: Patfam

Location: Lagos Island, Lagos

Category: other-general

A Human Resources firm at Lagos Island need a Human Resources Officer. Applicant should be a graduate of a relevant discipline with cognitive experience of about 1 years.

Job descriptions are:

- 1 Organizing and maintaining personnel records
- 2 Updating internal databases:
- 3 Preparing HR documents:
4. Revising company policies:
5. Liaising with external partners
- 6 Creating regular reports and presentations
- 7 Answering employee queries:
8. Assisting in the hiring process:
9. Facilitating employee onboarding and training:
10. Managing payroll data:

Overall, an HR Officer plays a crucial role in managing the daily operations of a Human Resources department, ensuring compliance with labor laws, and providing support to employees and the HR team~. Salary to be negotiated

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