

Human Resource Officer

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Company: ODG WELLNESS HOME

Location: Lekki-Ajah

Category: other-general

We are urgently looking for a skilled Human Resource Officer to manage and make our company a better work place.

RESPONSIBILITIES

1. Support the development and implementation of HR initiatives and systems
2. Provide counseling on policies and procedures
3. Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process
4. Create and implement effective onboarding plans
5. Develop training and development programs
6. Assist in performance management processes
7. Support the management of disciplinary and grievance issues

REQUIREMENTS

1. Understanding of labor laws and disciplinary procedures
2. Proficient in MS Office; knowledge of HRMS is a plus
3. Outstanding organizational and time-management abilities
4. Excellent communication and interpersonal skills
5. Problem-solving and decision-making aptitude
6. Strong ethics and reliability
7. BSc/BA in business administration, social studies or relevant field; further training will be a plus

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