

NI - Payroll Manager

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Company: Fuzu

Location: Nigeria

Category: other-general

Job Summary

Contract Type:

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A bachelor's degree in human relations or related from an accredited university.

MBA in human resources will be an added advantage

5 years minimum experience, preferably in a manufacturing, production or distribution environment with a strong focus on logistics or alternatives supply chain

Proficient in Microsoft Office – Excel, PowerPoint, Word, Email, Internet etc.

Proficient in Google Office Suite – Google Drive, Google Sheets, Google Docs, Gmail, etc.

Clear understanding of local labor laws with regards to employee hiring and exit management

Basic/Working knowledge of Enterprise Resource Planning system e.g. Jobvite, PeopleHR or Bamboo will be an added advantage.

Working knowledge of Applicant Tracking Systems

Experience in people strategy

Excellent communication and presentation skills

Flexible to work with people from different backgrounds

Team player and flexible to rapidly changing work schedules

Excellent team management and coaching skills

High analytical skills.

IT savvy

Conflict management

People management skills

Execution of career fairs and recruitment days to build our employer brand

Responsibilities

Payroll administration and management

Ensure that weekly meetings with all stakeholders happen as they should

Monthly execution of townhalls comprising of rewards and recognition

Attendance to weekly stand-up meetings

A weekly deployment and reporting of the people barometer tool

Execute a 24hrs turnaround time on issues reported through the barometer issue log, people committee and townhall questionnaire

Monthly activities around health and wellness of employees through Health Management Organization partnerships

Liaise with Global Head of People, Culture and HSE with regards to course development and alignment for country of operation

Management of Jumia Certified Trainers

Execution of all assigned trainings and reporting on same

Deploy all available learning interventions provided by Jumia physically and online towards the development of employees

Uploading and updating of employee records at onboarding and offboarding

Ensuring all reporting lines are accurate

Ensuring staff information is up to date and accurate

Management of employee performance reviews and reporting on same with accurate uploads made into the enterprise system

Liaise with heads of department to prepare human capacity plans for the new year and at every Tier event

Job posting, shorting, selection and interviewing of applicants

Headhunting to build talent pipeline for critical roles in JS every month or quarter or as needed.

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