

Senior Human Resources Analyst

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Company: Toladol Ventures Deluxe Global

Location: Ikeja

Category: other-general

Payroll Management - Ensuring meticulous implementation of payroll and benefits administration.

- Compile HR data and metrics from the human resource information system (HRIS) and payroll outputs
- Educate employees about company policies and HR practices
- Prepare reports of data results and present findings to senior leadership
- Recognize and suggest short-term and long-term goals, milestones, and benchmarks for key performance metrics
- Orientating new employees and training existing employees.
- Monitoring employee performance.
- Ensuring that all employees are organized and satisfied in their work environment.
- Providing counseling on policies and procedures.
- Ensuring meticulous implementation of payroll and benefits administration.
- Communicating with staff about issues affecting their performance.
- Ensuring accurate and proper record-keeping of employee information in electronic and digital format

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