

# **HR/Admin Assistant in Ikeja, Lagos State.**

**Job Title:** HR/Admin Assistant

**Location:** Ikeja, Lagos

**Employment Type:** Full-time

## **Responsibilities:**

Assist with recruitment processes, including posting job ads, scheduling interviews, and conducting initial screenings.

Maintain employee records and ensure all HR documents are up-to-date and accurate.

Assist in on-boarding new employees and organizing orientation sessions.

Help with payroll processing and employee benefits administration.

## **Requirements:**

Bachelor's Degree in Human Resources, Business Administration, Psychology, or a related field.

At least 2 years of experience in an HR/ Administrative role.

Strong organizational and time management skills.

Excellent communication and interpersonal skills.

Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).

Ability to handle sensitive information with confidentiality and professionalism.

Applicants must be eager to learn and develop a career in HR.

## **Application Closing Date:**

4th November, 2024

## **How to Apply:**

Interested and qualified candidates should send their CVs to:

hireme@swiftconsulting.com.ng using the Job Title as the subject of the mail.

**Note:** Only qualified candidates will be contacted.