

JOB VACANCY: HR EXECUTIVE IN ABEOKUTA

About the Company

We are a growing real estate and property development company committed to delivering quality residential and commercial property solutions. We are committed to building a strong, professional, and people-focused workforce to support our business growth.

Job Summary

The HR Executive will be responsible for supporting the full spectrum of human resources functions, including recruitment, employee relations, performance management, and HR administration. The ideal candidate must be organised, proactive, and knowledgeable in HR best practices, with the ability to handle sensitive employee matters professionally.

Key Responsibilities

- Support end-to-end recruitment and selection processes.
- Assist in onboarding and orientation of new employees.
- Maintain and update employee records and HR databases.
- Implement HR policies, procedures, and company guidelines.
- Handle employee relations issues and support conflict resolution.
- Coordinate performance appraisal and staff evaluation processes.
- Support payroll inputs, leave management, and attendance tracking.
- Assist in training, learning, and staff development initiatives.
- Ensure compliance with labour laws and internal HR policies.
- Provide general HR administrative support to management.

Requirements & Qualifications

Minimum of HND/BSc in Human Resource Management, Business

Administration, or a related field.

Proven experience as an HR Executive, HR Officer, or similar role.

Good knowledge of Nigerian labour laws and HR best practices.

Strong interpersonal, communication, and organisational skills.

High level of professionalism, confidentiality, and integrity.

Proficiency in Microsoft Office Suite and HR systems/tools.

Ability to multitask and work with minimal supervision.

Must be resident in Abeokuta or willing to relocate.

Benefits

Competitive salary

Supportive and professional work environment

Opportunity for career growth and skill development

Job stability within a growing real estate company

Paid leave and other statutory benefits

How to Apply

Interested and qualified candidates should send their CV to hr@globalclique.net using “HR Executive – Abeokuta” as the subject of the email.