

# Vacancy for Human Resource Manager in Ikeja, Lagos State.

Recruitment Manager: Globalclique HR

Job Vacancy: Human Resource Manager

Location: Ikeja, Lagos

Position: Full-time

## Job Description:

We are seeking an experienced and proactive Human Resources Manager to oversee all aspects of human resource practices and processes. The ideal candidate will be responsible for managing the HR department, developing HR strategies, and ensuring the effective implementation of policies that enhance workplace productivity and employee satisfaction.

## Requirements:

HND/ Bachelor's /Master's degree in Human Resource Management, Business Administration, or a related field. A Master's degree or relevant HR certification (e.g., CIPM, SHRM, or HRCI) is an advantage.

Minimum of 5 years of experience in a human resource management role, preferably in a managerial capacity. Strong knowledge of Nigerian labour laws and HR best practices.

Excellent leadership, interpersonal, and communication skills.

Proficiency in HR software and Microsoft Office Suite.

Problem-solving and conflict-resolution skills.

Ability to handle sensitive information with confidentiality.

High level of professionalism and integrity.

Strong organizational skills and attention to detail.

Strategic thinker with a proactive attitude.

## Job Responsibilities:

**HR Strategy:** Develop and implement HR strategies aligned with the organization's goals.

**Recruitment:** Oversee the recruitment, selection, and onboarding processes to attract and retain top talent.

**Employee Relations:** Foster a positive workplace culture, address employee grievances, and mediate conflicts.

**Performance Management:** Design and implement performance appraisal systems and provide coaching for staff improvement.

**Compliance:** Ensure compliance with labour laws, company policies, and industry regulations.

**Training and Development:** Identify training needs, design programs, and organize workshops to enhance employee skills.

**Payroll and Benefits:** Manage payroll processes and oversee employee compensation and benefits.

**HR Data Management:** Maintain accurate employee records and HR metrics to support decision-making.

**Policy Development:** Develop, update, and enforce company policies and procedures.

**Workforce Planning:** Forecast workforce needs and create strategies for organizational development.

## Benefits:

Competitive salary and performance-based bonuses.

Health insurance and other benefits.

Opportunities for professional growth and development.

## How to Apply:

Interested and qualified candidates should send their CV and a cover letter to [hr@globalclique.net](mailto:hr@globalclique.net)

Please include "Human Resource Manager – Ikeja" in the subject line of the email.