

## Human Resources and Admin Manager

### Description

Responsible for building and driving the company's human capital strategy to achieve strong business performance goals through innovation, transparency, culture of excellence, and a highly motivated workforce. Oversees the human resources and administrative functions of the company, monitors and enforces the execution of strategic human resources. Aligns business strategy with core HR functions. Facilitates and directs culture development that fosters employee engagement, motivation, and performance. Develops the company's human resources and administrative policies and procedures and ensures compliance.

### Responsibilities

### Qualifications

- Bachelor's degree in social sciences, management sciences, or in related field from a recognized Institution.
- Professional certificates in CIPMN, SHRM, PHRi or HR-related field would be an added advantage.

### Knowledge Requirements

- Proficient in the use of Microsoft Office Suite.
- Good understanding of the human resources and administrative functions, concepts, principles, practices, and employment laws relevant to the energy sector.
- Knowledgeable about Nigerian Labour Law.
- Proficiency in HRIS and other HR-related software applications.
- Technology savvy.

### Experience

- At least 5 – 7 years' post-NYSC relevant work experience in a similar role.

### Skills

- Leading and Supervising.
- Presenting and Communicating Information.
- Formulating strategies and concepts.
- Working with people.
- Applying Expertise and Technology.
- Creating and Innovating.
- Writing and Reporting.
- Learning and Researching.

### Employment Type

Full-time

### Industry

Oil and Gas

### Job Location

Ikoyi, Lagos

### Date posted

May 8, 2024