

**From:** Human Resource Department

**To:** Oluwadamilola E.Adebesin

**Role:** Human Resource Executive

**Reports to:** MD

**Job Objectives**

* To provide strategic services across the HR spectrum , consisting of workforce planning, talent sourcing and onboarding, performance management, learning and development, employee welfare and well-being, compensation and reward, exit management, grievance and disciplinary procedures, internal and external stakeholder engagement, documentation and record keeping, policy development and review.
* To promote a compelling employee value proposition for talent retention and engagement

**Job Responsibilities**

* Develop, implement and review Human Resources policies that adequately communicate employee rights and company standards to the individual
* Collaborate with the senior managers and team leads to identify present and future staffing needs
* Source, recruit and on-board new employees to fill existing vacancies
* Collaborate with senior managers and team leads to monitor and assess employee performance and report outcome on a monthly, quarterly and yearly basis
* Collaborate with senior managers, team leads and employees to identify learning and development needs and implement approved plans to fill observed gaps
* Carry out pulse surveys to identify key areas of employee welfare and well-being services for improvement and implement approved recommendations
* Maintain, implement and review the company’s compensation and reward policy
* Conduct exit interviews for staff and manage the exit process
* Implement and review the company’s grievance and disciplinary procedures.
* Co-ordinate investigations into allegations of employee misconduct or reported grievances,
* Maintain accurate HR records and documentation for ease of retrieval

**Note**: You will be required to work wit an external consultant on some of the core aspects of the job

**KPIs**

* Implement approved recruitment and onboard new employees within a month
* Conduct monthly performance appraisal and conclude latest first week of the following month
* Conduct and conclude annual appraisal by the second week of December
* Implement learning and development plan latest last week of each quarter