

## Job Description

**Job Title:** HR Generalist

**Date:** ASAP

**Reporting to:** Human Resource Manager

**Location:** Hybrid

## Overview

Prioclen LTD is a fast-growing Nigerian based management consulting firm with its head-quarters in Abuja Nigeria and the United Kingdom. We have a forte in providing strategic consultancy and advisory services to organizations- private, governmental and individual firms, by creating and integrating information technology solutions to enhance their service delivery and ensure sustainable growth and development in niche-based brands to these individuals/ organizations.

## Purpose

We are looking to employ an HR generalist with outstanding analytical and communication skills. An HR generalist is expected to be a conceptual thinker with fantastic organizational and conflict management skills. You will have excellent negotiation and problem-solving skills with the ability to multitask and adapt in a fast-paced environment.

To ensure success, HR generalists should exhibit strong decision-making skills with a deep understanding of employee relationships, staffing management and training. Top candidates will be comfortable managing grey areas, effective at scheduling and methodical in the recruitment process.

## Responsibilities:

- Assist with all internal and external HR-related matters.
- Participate in developing organizational guidelines and procedures.
- Recommend strategies to motivate employees.
- Assist with the recruitment process by identifying candidates, conducting reference checks and issuing employment contracts.
- Investigate complaints brought forward by employees.
- Coordinate employee development plans and performance management.
- Perform orientations and update records of new staff.
- Manage the organization's employee database and prepare reports.
- Produce and submit reports on general HR activity.

- Assist with budget monitoring and payroll.
- Keep up-to-date with the latest HR trends and best practice
- Handles day to day employee relations matters including conducting investigation interviews and escalating complex ER solutions to HR leadership
- Maintain and distribute employee information, policy and procedure manuals and other communications
- Maintain accurate federal, state and local tax data for all employees
- Assist the HR manager with benefit operations
- Primary contact on questions related to general human resources queries
- Handle data input, auditing and reporting
- Partner with multiple Human Resources product areas such as Talent Management, Compensation and Benefits
- Work with senior HR Generalists on various talent initiatives in support of the business
- Handle communication with business units and other infrastructure groups on people movements
- Manage background check escalations

### Requirements:

- Bachelor's degree in human resources or Education, Business, Business/Administration, Psychology, Business/Management, Human Resources Management, Associates, Management, Organizational Behavior
- 2-5 years of experience as an HR coordinator (essential).
- Deep understanding of Labor Law and employment equity regulations.
- Fantastic knowledge of HR functions and best practices.

### Skill

- Efficient HR administration and people management skills.
- Excellent record-keeping skills.
- Excellent written and verbal communication skills.
- Works comfortably under pressure and meets tight deadlines.
- Superb computer literacy with capability in email, MS Office and related HR software.
- Remarkable organizational and conflict management skills.
- Strong decision-making and problem-solving skills.

## Desired

- Meticulous attention to detail.
- Working knowledge of HR metrics and analytics
- Knowledge on Employee relations
- Knowledge on Employment sourcing
- Knowledge on Human relations
- Ability to analyze situations, recommend solutions and communicate effectively, demonstrate the ability to work in a matrix environment
- Federal Labour laws
- Microsoft Office applications

## Certification

- A certification in recruitment and selection processes
- A certification in Human Resource Management
- A CIPM, CIPD, SHRM, CTAP, RPL, ICTAP, SPHR, PHR certificate.

## Summary Terms and Conditions

**Contract:** 12-month fixed term contract

**Salary:** Very Attractive

**Annual leave:** 22 days holidays per annum pro rata excluding public holidays

**Pension:** Minimum 10% Employer contribution with minimum 8% Employee contribution

**Healthcare:** Company scheme subject to terms and conditions.

**Life assurance:** Company life assurance scheme.

**Location:** Abuja Nigeria

**Notes:** This post will be subject to background checks. A full statement of the main terms

and conditions of employment will be supplied with any formal offer of employment. This job description does not form part of your contract of employment

## How to apply

To apply for this job opportunity, please send a CV and covering letter to [recruitment@prioclen.com](mailto:recruitment@prioclen.com)

Unfortunately, because of the volume of applications we are likely to receive we regret that we are unable to respond to every unsuccessful applicant. If we have not made contact with you within 2 weeks of the closing date you have not been selected for interview on this occasion