**Job Title:** HR Assistant

**Location:** Ilupeju

**JD:**

We are looking to employ an HR assistant with outstanding administrative and communication skills. An HR assistant is expected to be a conceptual thinker with superb organizational and time management skills.

**Responsibilities:**

• Support all internal and external HR-related inquiries or requests.  
  
• Maintain digital and electronic records of employees.  
  
• Serve as point of contact with benefit vendors and administrators.  
  
• Assist with the recruitment process by identifying candidates, performing reference checks, and issuing employment contracts.  
  
• Maintain calendars of the HR management team.  
  
• Oversee the completion of compensation and benefit documentation.  
  
• Schedule meetings, interviews, HR events and maintain agendas.  
  
• Perform orientations and update records of new staff.  
  
• Produce and submit reports on general HR activity.  
  
• Process payroll and resolve any payroll errors.  
  
• Complete termination paperwork and exit interviews.  
  
• Keep up-to-date with the latest HR trends and best practices.

**Requirements:**

• Bachelor's degree in human resources or related (essential).  
  
• 2 years of experience as an HR assistant (essential).  
  
• Not more than 27 years.  
  
• Effective HR administration and people management skills.  
  
• Exposure to payroll practices.  
  
• Full understanding of HR functions and best practices.  
  
• Excellent written and verbal communication skills.  
  
• Works well under pressure and meets tight deadlines.  
  
• Highly computer literate with capability in email, MS Office, and related business and communication tools.  
  
• Fantastic organizational and time management skills.  
  
• Strong decision-making and problem-solving skills.  
  
• Meticulous attention to detail.  
  
• Ability to accurately follow instructions.  
  
Only candidate in the above location will be considered.

**How to Apply**

Interested candidates should forward CV to oluchi.sunday@blumedistribution.com using the job tittle as subject of the mail.