

HR & Admin Executive (Accra/Volta)

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Company: BusinessGhana

Location: Accra

Category: other-general

Graduate/Post Graduate with Excellent Academic Records
2.Strong Analytical, interpersonal and Presentation Skills
3.5-10 years of relevant working experience
4.Should be able to brand the Organization to the external world
5.Enthusiastic, confident and optimistic demeanor with an ability to thrive a fast paced environment
6.Proficiency with computers, especially MS Office for digital log books

1. Must maintain all necessary records for temporary and permanent employees
2. Must ensure our compliance to The Wage Act of Ghana
3. Support to Accounts Executive in timely distribution of wages
4. Must maintain proper attendance records and assist in monthly wages calculation
5. Will be responsible for populating the work allocation plan
6. Will cater to the local issues and must sort out the same in timely manner
7. Drive Talent acquisition and recruitment process
8. Design and implement HR Policies and identify opportunities for process improvement
9. Develop and maintain the execution of performance management e.g. continuous performance feedback, annual promotions and appraisals

Work closely with Management to identify and establish training programs, learning and development initiatives

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