

Human Resources & Administration Manager Needed

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Company: BusinessGhana

Location: Ghana

Category: other-general

Qualifications:•At least 5 years work experience, three of which must have been be in HR/Admin Management at a managerial level•HR Certification is an added advantage. •Must be conversant with the Ghana labor laws and HR systems (Performance Management systems/Employee Engagement/Recruitment & training, etc.)•Ability to interact and lead employees at various levels•Ability to draw up and implement administrative and HR policies and procedures•Ability to communicate well with all levels of staff assess complex issues pragmatically. •Excellent written and verbal English•Strong understanding of confidentiality as it relates to Human Resources•Extensive knowledge of office management, Procurement and billing procedures

Human Resources & Administration Manager Needed

Job Summary

The Human Resources & Administration Manager will lead, direct, and manage the day-to-day Human Resources and Administrative activities for the office. The HR/Admin Manager will provide oversight and guidance to the development and monitoring of processes related to recruitment and retention, compliance, compensation, benefits, training, and development; as well as oversee administrative functions.

Job Duties and Responsibilities include, but are not limited to:

1. Recruitment and Retention:

Develop and oversee a recruitment process.

Review job advertisements before posting, screen CVs, conduct telephone screenings, coordinate interview teams, participate in interviewing candidates, and ensure that documentation is collected and recorded/filed.

Oversee all labor engagement for the office and manage the new hire orientation and exit process.

2. HR Policies, Procedure, Compliance and Record-Keeping:

Annually review the Employee Handbook & Policies recommending amendments needed due to changes in local conditions or labor laws.

Monitor & Manage Employee Records, timesheets for office, ensuring prompt updates, ensuring systems for confidentiality

3. Compensation and Benefits:

Monitor compensation - ensuring internal equity & compliance and benefits.

Facilitate job analysis and update job descriptions.

Manage Staff Provident Fund, Bonus schemes and other welfare packages ensuring consistent updates

4. Payroll and Budget:

Coordinate with Accounts Manager in the preparation of monthly Payroll, staff performance bonus

Advise Management Team on appropriate staffing levels and assist in budget preparation

5. Administration:

Ensure the smooth running of all administrative functions.

Supervise all travel (internal & external) and hotel arrangements for staff and visitors.

6. Training and Development and Performance Maintenance:

Regular training needs assessment, source and recommend relevant training (internal & external)

Monitor and ensure knowledge transfer from both internal and external training.

Oversee the coordination and implementation of annual performance reviews.

7. Employee Relations:

Work with senior management to resolve employee relations issues pragmatically, improve employee engagement through various channels.

Ensure the building of a cohesive Team across the entire organization

Ensure the promotion of company values throughout the organization

8. Others:

At least 5 years work experience, three of which must have been be in HR/Admin Management at a managerial level

HR Certification is an added advantage.

Must be conversant with the Ghana labor laws and HR systems (Performance Management systems/Employee Engagement/Recruitment & training, etc.)

Ability to interact and lead employees at various levels

Ability to draw up and implement administrative and HR policies and procedures

Ability to communicate well with all levels of staffassess complex issues pragmatically.

Excellent written and verbal English

Strong understanding of confidentiality as it relates to Human Resources

Extensive knowledge of office management, Procurement and billing procedures

Start DateAs Soon as Possible

Salary RangeAttractive

Office LocationAccra, adjacent to the Passport Office behind Tema Station

Deadline for CV submission8th September 2023

Note: Only shortlisted applicants will be contacted.

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Cross References and Citations:

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