



Human Resources Officer

First Ally Trust Microfinance Bank

Experience Level: 3 -6 years

Location: Lagos

About the Role

First Ally Trust Microfinance Bank Human Resources and Admin Officer providing HR and Administrative support to the department.

Duties and Responsibilities

- Supports recruitment by posting job ads, shortlisting candidates, coordinating interviews and support the overall recruitment and hiring process.
- Supports the documentation, orientation and onboarding of new employees.
- Conducts verification, background and reference check on all employees within seven (7) days of resumption.
- Process payroll, pension and benefits in compliance with policy.
- Implements the vacation calendar and ensure compliance.
- Supports the performance appraisal process and employment confirmation.
- Manages the approved training calendar and co-ordinate training activities.
- Maintains an efficient document management system.
- Maintains updated personnel records.
- Co-ordinate employee enrolment in benefits programs such as health insurance, group life insurance, pension etc.
- Provides assistance and information to employees on HR related matters.
- Prepares reports on HR indices and personnel activities.
- Maintains an updated HR database.
- Manages exit processes including exit interviews and payments of terminal benefits.
- Coordinates all HR events.
- Plan and coordinate administrative procedures and systems.
- Monitor inventory of office supplies with attention to budgetary constraints.
- Monitor costs and expenses.

- Develop and maintain an efficient filing and archive system.
- Liaise with service providers and vendors.
- Responsible for ensuring facility management, including utility operation and maintenance across all branches.
- Guide and ensure compliance with all local and laws of the Federal legislation.
- Prepare periodic reports on administrative activities.
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Perform any other duties as may be assigned by Management.

Requirements

Qualifications

- HND/BSc/ in Human Resources or social sciences
- Evidence of completion of Microfinance Certification program.
- Knowledge of human resources processes and best practices
- A strong working knowledge of employment laws and HR regulatory compliance

Skills

- Strong leadership, supervisory and people management skills
- Excellent interpersonal skill
- Aptitude in problem-solving
- Excellent negotiation and communications skills
- Administrative and managerial skills
- Analytical ability and strong attention to detail
- Excellent verbal and written communication skills
- Must be able to prioritize and plan work activities as to use time efficiently
- Proficient in the use of MS Office suit