



Role: Head of HR/Admin

Industry: Trading and Manufacturing

Location: Gbagada, Lagos State.

Employment Type & Work Mode: Full-time/ Onsite

Report To: Chief Operating Officer

Overview

Leading an HR & Admin team in a rapidly growing, fast-paced environment, the role will focus on developing a robust and dynamic, focused HR function that drives people and performance and is outcome-driven to enable our growth. In summary, the role is responsible for building a strong, fun, and productive culture: less corporate, more heart.

Key Responsibilities	Qualifications
<ul style="list-style-type: none"> ● HR Strategy and Policy Development: Update HR strategy and policy to align with evolving business objectives, workforce needs, and industry best practices. ● Talent Management & Employee Development: Improve the overall recruitment strategy by implementing structured hiring approaches to ensure the right people are placed in the right roles and attract top talent. Develop and execute learning and development initiatives, including mentoring, coaching, and in-house training programs to enhance employee skills and leadership capabilities. Improve performance management frameworks, 	<ul style="list-style-type: none"> ● Education: Bachelor’s degree in Human Resources, Business Administration, or related field (Master’s degree or HR certification, such as SPHRi preferred). ● Experience: Minimum of 5-7 years of experience in HR and administrative functions, with at least 2-3 years in a supervisory or leadership role. ● Skills & Abilities: <ul style="list-style-type: none"> • Strong knowledge of HR practices, labour laws, and administrative procedures. • Experience in change management, performance management, coaching, employee engagement, and total rewards processes. • Ability to build inclusive teams by

including **OKR** development, appraisal systems, and bonus structures to drive employee growth and accountability.

Conduct departmental mapping for succession planning, career growth, and competency review to support long-term HR strategy.

- **Employee Engagement & Workplace Culture:**

Lead initiatives to enhance employee experience, onboarding, and workplace culture through structured engagement programs.

- **Regulatory Compliance & HR Operations:**

Maintain an in-depth knowledge of labour laws, employment regulations, and workplace standards to ensure compliance.

Oversee HR departmental operations, including audits, reporting, and maintaining records related to HR and administrative activities.

- **Administrative Management:**

Supervise all administrative activities, including travel management, housekeeping, vendor coordination, and operational logistics.

- **External Networking & Market Insights:**

Build external networks within and beyond the manufacturing industry to bring insights and strategies to senior management.

recognising diverse experiences and skills.

- Strong interpersonal, collaboration, communication, and presentation skills.
- Attention to detail and numerical ability for HR data analysis.
- Ability to make data-driven decisions and solve problems pragmatically.

- **Personal Attributes:**

- High level of integrity and discretion when handling confidential information.
- Proactive, detail-oriented, and results-driven.
- Strong leadership and mentoring capabilities.
- Ability to adapt to change and a dynamic work environment.
- Naturally prioritises staff welfare, engagement, and well-being.