

HR Officer Vacancy – 1-2 Years Experience Needed, Lekki, Lagos

Job Title: HR Officer (1-2 Years of Experience)

Location: Puri Mall, Beside LBS, Lekki, Lagos

Employment Type: Full-Time | Onsite

Salary: ₦250,000

Are you an HR professional with a knack for payroll accuracy? Join our team and take your HR career to the next level!

Key Responsibilities:

- Process employee payroll accurately and timely.
- Maintain payroll records, including earnings, deductions, and taxes.
- Ensure compliance with legal regulations and internal company policies.
- Resolve payroll discrepancies and handle employee inquiries regarding payroll.
- Collaborate with HR and accounting teams on payroll-related matters.

Qualifications:

- 1-2 years of experience in payroll processing within an HR role.
- Strong understanding of payroll systems and relevant software.
- Familiarity with Nigerian labor laws and tax regulations.
- High attention to detail and excellent organizational skills.

- Ability to handle confidential information with integrity and discretion.

Why Join Us?

- Be a part of a dynamic team dedicated to seamless payroll operations.
- Enhance your skills in payroll management and HR operations.

How to Apply:

Interested candidates should send their resume and a brief cover letter to hr@pwanhomes.com and copy raphael.gloria@pwangroup.com.

Application Deadline: 2nd October 2024.

Note: No accommodation provided.