

Vacancy for Human Resources Personnel in Lekki Phase 1

Position Summary

- **Job Title:** Vacancy for Human Resources Personnel in Lekki Phase 1
 - **Job Location:** Lagos, Nigeria
 - **Reports to:** Managing Director
 - **Position Type:** Full Time
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Company Profile

We are a premier online and walk-in flower shop based in Lagos, Nigeria, specializing in luxurious fresh flowers, bridal bouquets, and exquisite gifts such as cakes, chocolates, perfumes, teddy bears, champagne, and bespoke flower arrangements. As a category leader in fresh flower distribution within Lagos, we are on a transformative journey to expand globally, dominate the African market, and become the top name associated with fresh flower orders worldwide.

To support this vision, we are seeking an experienced and proactive **HR Personnel** to manage and enhance our human resource functions, ensuring effective talent management and fostering a positive work environment.

Job Description

The HR Personnel will play a critical role in aligning HR strategies with the company's mission to deliver exceptional flower arrangements and gifts globally. This individual will oversee recruitment, employee relations, performance management, compliance, and workforce development, ensuring the company attracts, retains, and nurtures top talent.

Key Responsibilities

Onboarding

- Facilitate seamless onboarding processes for new hires.

Employee Relations

- Foster a supportive and inclusive workplace culture that promotes teamwork and excellence.
- Address employee concerns and conflicts professionally, ensuring timely resolution and adherence to company policies.

Performance Management

- Implement and manage performance appraisal systems to drive productivity and ensure goal alignment.
- Identify training and development needs, organizing programs to enhance employee skills.

HR Policies & Compliance

- Develop, review, and enforce HR policies and procedures in compliance with labour laws and industry standards.
- Maintain accurate employee records and ensure adherence to employment regulations.

Payroll & Benefits Administration

- Oversee the preparation and distribution of employee salaries, benefits, and incentives.
- Ensure timely and accurate payment processes, resolving any discrepancies promptly.

Workforce Planning & Development

- Collaborate with leadership to forecast staffing needs based on business goals and seasonal demand.
- Create strategies to enhance employee retention and satisfaction.

Health, Safety, & Wellbeing

- Promote workplace safety and wellness initiatives tailored to the unique nature of the flower and gift distribution industry.
- Organize programs to support employee well-being, such as team-building activities or stress

management workshops.

Qualifications

- A degree in Human Resources Management, Business Administration, or a related field.
- Proven experience in an HR role, preferably in retail, luxury goods, or a customer-facing industry.
- Strong interpersonal and communication skills with a high level of emotional intelligence.
- Knowledge of Nigerian labour laws and best HR practices.
- Proficiency in HR software and Microsoft Office tools.
- Ability to multitask, prioritize, and thrive in a fast-paced environment.

Why Join Us?

- Be part of a leading brand that brings joy and beauty to clients across Lagos and beyond.
- Contribute to our mission of dominating the global market with luxurious flower arrangements and gifts.
- Work in a dynamic and supportive environment that values creativity, excellence, and innovation.