

## Human Resources Business Partner (4 Positions)

### Description

To ensure effective client and employee relations management. Speed up response times on transactional HR functions such as HMO enrollment, payroll variance, and remittance of statutory deductions and deliver excellent HR services.

### Responsibilities

Promote a cordial client relationship management. Ensure 80% prompt response to all queries from external customers (clients/employees).

Effectively manage outsourced employees deployed to Clients.

Carry out recruitment, selection and deployment of new employees to the client as required

Generate and send monthly, quarterly and bi-annual reports to clients. The report must get to the HOD for review before sending to the client.

Presentation of month payroll advise to Payroll unit and CEO's office (New Hire and Exit)

Generate and submit comprehensive employee annual reports to the client

Coordinate and ensure payments of all statutory deductions on behalf of the outsourced employees

To regularly update and maintain accurate staff record; Master List administration and quarterly employee Master list report to the CEO

Company Insurance management; Group Life, Fidelity GPA and others; ensure timely payments and process benefits and reimbursement as may be applicable

Processing of all regulatory compliance certificates; NSITF, PENCOR

Employee relations; to provide support to all outsourced employees on personnel issues, complaints, loans request and other enquiries

Coordinate employee trainings and annual town hall meetings

Employee visitation, ensure that employee visitation are done according to schedule and reports are submitted within 48 hours clearly showing specific feedback from staff, issues raised and clear action plan and timelines for resolution.

Ensure that all new employees are registered on HMO platform and promptly notify the HMO of any exit.

Demonstrate LBCL core values and enshrine LBCL Core values to all Outsourced staff at every opportunity of engagement.

Other duties assigned by the HOD

### Qualifications

Minimum of a Bachelor Degree in reputable institution

Professional certification i.e. CIPM, SHRM etc. is an added advantage

### Contacts

Interested candidates should apply through the Company website [www.lingtonandbernie.com](http://www.lingtonandbernie.com) /send CV to [jobs@lingtonandbernie.com](mailto:jobs@lingtonandbernie.com) or walk into Lington & Bernie Consulting Ltd, 9a Omo Osagie street, Off Awolowo road Ikoyi Lagos

### Hiring organization

Lington & Bernie Consulting Ltd

### Employment Type

Full-time

### Job Location

Lagos, Nigeria

### Date posted

May 16, 2021

### Valid through

31.12.2021