



Vogue
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We are Hiring

Executive Human Resources

Job Role

- Develop and implement strategies
- Oversee the current HR system.
- Ensure systematic management of the employee database
- Serve as a primary point of contact for employees regarding HP-related inquiries, concerns, and grievances.
- Plan and organize employee engagement activities, events, and initiatives to promote a sense of belonging and camaraderie among employees.
- Collaborate with internal and external stakeholders
- Supporting the development and implementation of HR policies
- Assisting with recruitment and onboarding processes as needed
- Facilitate and manage employee monetary and non-monetary programs.

Requirements

- Bsc degree in HRM or administration from a recognized university
- PQHRM/CHRM would be an added advantage
- Minimum two years' experience in similar capacity
- Hands on experience in handling HP systems and services.
- Capable of working efficiently and effectively under pressure to meet deadlines.
- Excellent computer literacy with knowledge of MS Office Packages.
- Team player with strong organizational skills and positive personality,



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