

Advent Construction Limited is looking for a skilled HR and Admin professional to supervise the organization's administration systems. The Senior HR and Administration Officer will be responsible for planning, streamlining, and executing HR and administrative workflows and procedures. He will oversee a team that focuses on new personnel recruiting and training and allocate responsibilities and office space to all staffers. The Senior HR and Administration Officer also assesses personnel performance, provides guidance, and implements process changes to enhance overall efficiency.

Objectives of this role

- Recruit and onboard high-quality personnel that can advance Advent's goals
- Establish conduct and workflow standards across the organization
- Remove productivity roadblocks as they emerge
- Ensure processes and procedures comply with relevant policies and regulations
- Streamline business operations to keep costs within established budgets
- Drive smooth organizational operations throughout the workday
- Report accidents/incidents in an accurate and timely manner.
- Increase employees' awareness and understanding of their safety responsibilities.
- Reduce costs associated with accidents by maintaining an active safety program that promotes a safe and healthy work environment and is committed to bringing injured employees back to work as quickly as possible following an injury or occupational disease.

Responsibilities

- Direct personnel recruitment and training processes
- Plan and streamline all administrative procedures
- Assess team performance to identify opportunities for coaching and guidance
- Manage personnel scheduling and project deadlines
- Monitor office inventory and organizational costs
- Encourage effective communication across the organization

Skills and qualifications

- Highly analytical with excellent problem-solving skills
- Empathetic leadership style
- Capable of clearly communicating with others
- Superb organizational and time-management abilities
- An understanding of basic arithmetic
- Competent computer literacy

Preferred Qualifications

- Managerial experience in an office setting
- Deep understanding of budgeting best practices
- In-depth knowledge of Microsoft Office or Google Suite
- Outstanding strategic planning abilities
- Comprehensive understanding of office management processes
- Demonstrable resourcefulness in high-stress situations

Career@adventconstructions.com Deadline 1st of August 2024.