



<https://www.workolic.com/job/louis-valentino-recruitment/>

Louis Valentino Recruitment 2025 Application Online Form

Description

Louis Valentino Recruitment is seeking a dynamic and detail-oriented Human Resources Coordinator to join our team in 2024. As an integral part of our HR department, the successful candidate will play a crucial role in supporting various human resources functions, ensuring a smooth and efficient workflow. This position offers an exciting opportunity to contribute to the growth and success of Louis Valentino Recruitment.

Responsibilities

- Assist in the recruitment process by posting job openings, reviewing resumes, and conducting initial candidate screenings.
- Coordinate and schedule interviews, ensuring a positive candidate experience throughout the hiring process.
- Manage onboarding activities for new hires, including orientation sessions and necessary paperwork.
- Maintain accurate and up-to-date employee records in compliance with company policies and regulations.
- Assist in the development and implementation of HR policies and procedures.
- Handle employee inquiries and provide support in resolving HR-related issues.
- Support performance management processes, including tracking performance evaluations and employee development plans.
- Collaborate with various departments to facilitate effective communication and foster a positive work environment.
- Stay informed about changes in employment legislation and ensure compliance with relevant laws.
- Contribute to HR projects and initiatives to enhance overall departmental effectiveness.

Qualifications

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Proven experience in human resources or a related role.
- Strong understanding of HR policies, procedures, and employment laws.
- Excellent communication and interpersonal skills.
- Detail-oriented with strong organizational and multitasking abilities.
- Proficient in Microsoft Office Suite and HRIS (Human Resources Information System) software.
- Ability to handle confidential information with discretion and professionalism.

Job Benefits

- Competitive salary commensurate with experience.
- Comprehensive health and dental insurance coverage.

Hiring organization

Louis Valentino

Employment Type

Full-time

Industry

Furniture

Job Location

Plot 688, Gaduwa Estate Road,,
900001, Abuja, Abuja, Nigeria

Working Hours

9

Date posted

July 7, 2025

Valid through

01.01.2026

- Retirement savings plan with employer contributions.
- Professional development opportunities and ongoing training.
- Collaborative and inclusive work environment.
- Employee assistance program for personal and professional support.
- Generous paid time off and holiday schedule.

Contacts

Interested candidates are invited to complete the Louis Valentino Recruitment 2024 Application. Please visit our careers page at [\[Website Link\]](#) to access the application form. Ensure that you attach your resume and a cover letter highlighting your qualifications and interest in the position.

Louis Valentino Recruitment is an equal opportunity employer, and we encourage candidates from all backgrounds to apply.

Louis Valentino Recruitment is committed to fostering an inclusive and diverse workplace. We appreciate the unique skills and perspectives that each candidate brings to our team.