

HR / Admin Operation Toolkit

Globalclique - HireAfrica HR Consulting Support: four practical building blocks that give a company its structure, its documentation and its people systems, each delivered on its own.



Employee Handbook / Guide

Creates a comprehensive handbook outlining policies, procedures, benefits and expectations - essential for on-boarding, compliance and a positive workplace.

Why it matters: one document new hires actually read, and HR can always point to.

PREPARATION,
IMPLEMENTATION &
WALKTHROUGH



Organogram / Operation Structure

Develops a clear organogram or operational structure chart showing reporting lines and team relationships - for clean communication and accountability.

Why it matters: ends confusion over who reports to who as the team grows.

RESEARCH, REVISION &
PREPARATION



Career / Growth Ladder

Designs an effective salary scale for the company alongside a clear career growth trajectory and structure - so progression is transparent and fairly benchmarked.

Why it matters: gives staff a visible path up, and reduces pay disputes.

RESEARCH, REVISION &
PREPARATION



Operation Handbook / SOP

Documents best practices, step-by-step instructions and workflows for operational tasks — for consistency, efficiency and fewer errors day to day.

Why it matters: keeps quality steady even as tasks change hands.

RESEARCH, REVISION,
DOCUMENTATION, & DELIVERY

Pick a piece, or build the full toolkit.

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Contact Us