



SME Recruitment Hiring–Desk Guide & Pricing Plan

www.thehrhub.com.ng



Why We Are Here!

SMEs are the backbone of Nigeria's economy, but hiring the right people has always been one of their biggest struggles. Too often, small businesses waste time and money on wrong hires, unreliable agencies, or processes designed for large corporations.

As experienced HR professionals, we've witnessed firsthand how poor hiring decisions can devastate SMEs—draining resources, disrupting teams, and stifling growth.

We knew something was missing in how African SMEs approach talent acquisition: strategic thinking, data-driven processes, and pricing that scales with business needs. Too many growing businesses were stuck between expensive executive search firms and unreliable local recruiters.

So we created The HR Hub—your strategic hiring partner that understands the unique challenges of building teams in Africa's dynamic business environment.

Our mission is simple: Help SMEs build exceptional teams without breaking the bank, using proven recruitment frameworks that deliver quality candidates every time.

We know that great businesses are built on great people. Our job is to help you find them.

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Are you tired of hiring the wrong people for critical roles?

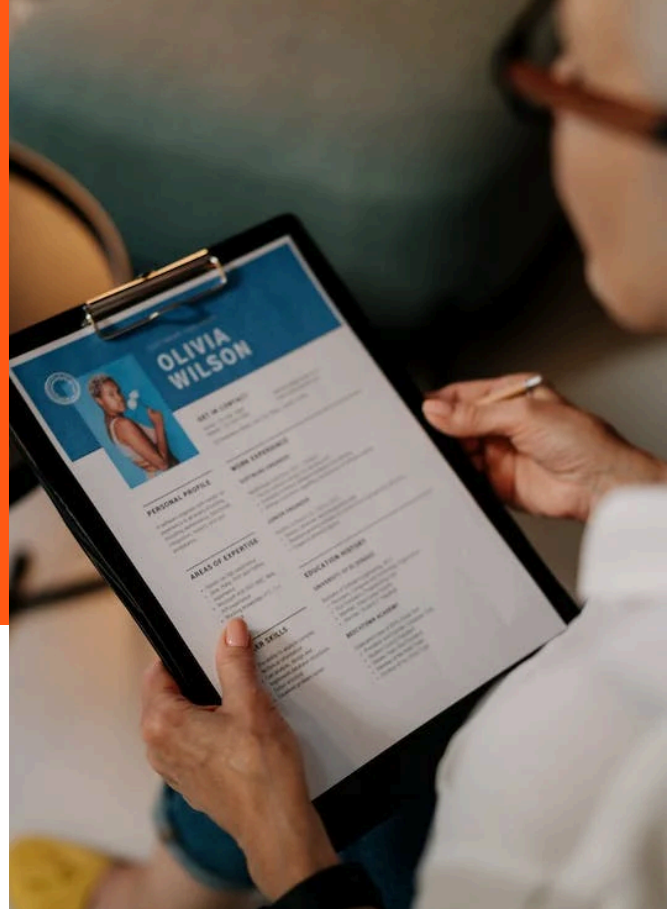
Let The HR Hub's SME Hiring Desk eliminate the guesswork.

Our tiered recruitment system is specifically designed for small and medium enterprises that need quality talent at predictable costs. Whether you're scaling rapidly or filling specialized roles, we have the right solution.

Unlike traditional recruiters, we offer:

- Transparent, flat-fee pricing with no surprises
- Role-specific processes tailored to each level
- Quality guarantees with free replacements
- SME-focused approach that understands your constraints

We handle everything from high-volume entry-level hiring to executive search, so you can focus on growing your business while we build your dream team.



We are confident in our ability to find the best fit for your company's culture and objectives.

Plus, our flexible pricing options allow you to choose the level of support that works best for your budget.

Stop wasting valuable time and resources on ineffective recruitment methods. Partner with The HR Hub for a streamlined and successful hiring process.

All You Need to Know About Our SME Hiring Desk Services



Entry-Level Hires

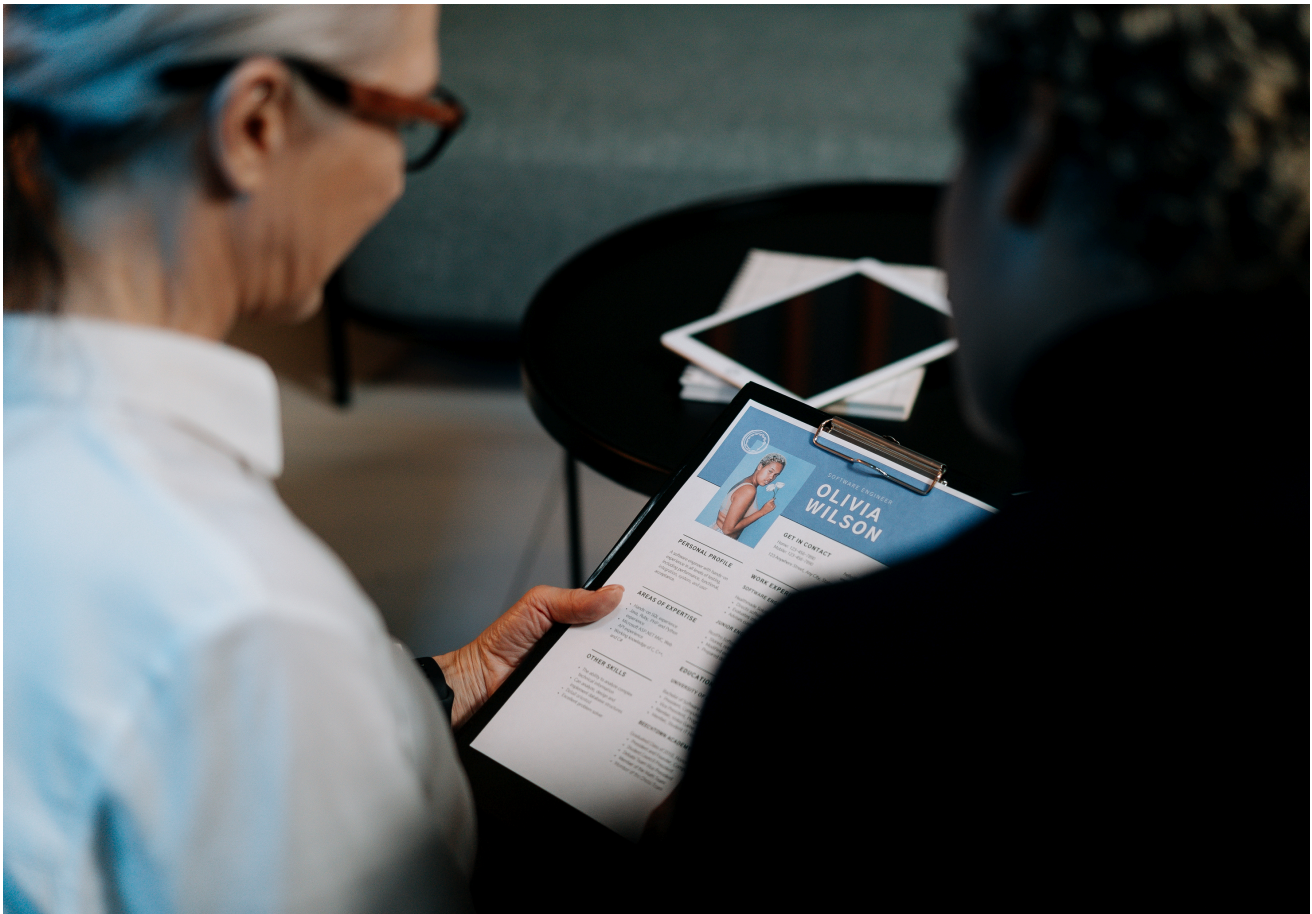
Perfect for interns, frontline retail staff, call-center representatives, customer service officers
What makes this different: Fast, efficient screening for volume hiring without compromising quality.

Junior Role Recruitment

Ideal for sales representatives, administrative officers, junior accountants, HR assistants, support staff
What makes this different: Competency-based approach that identifies high-potential early-career professionals.

Mid-Level Talent Acquisition

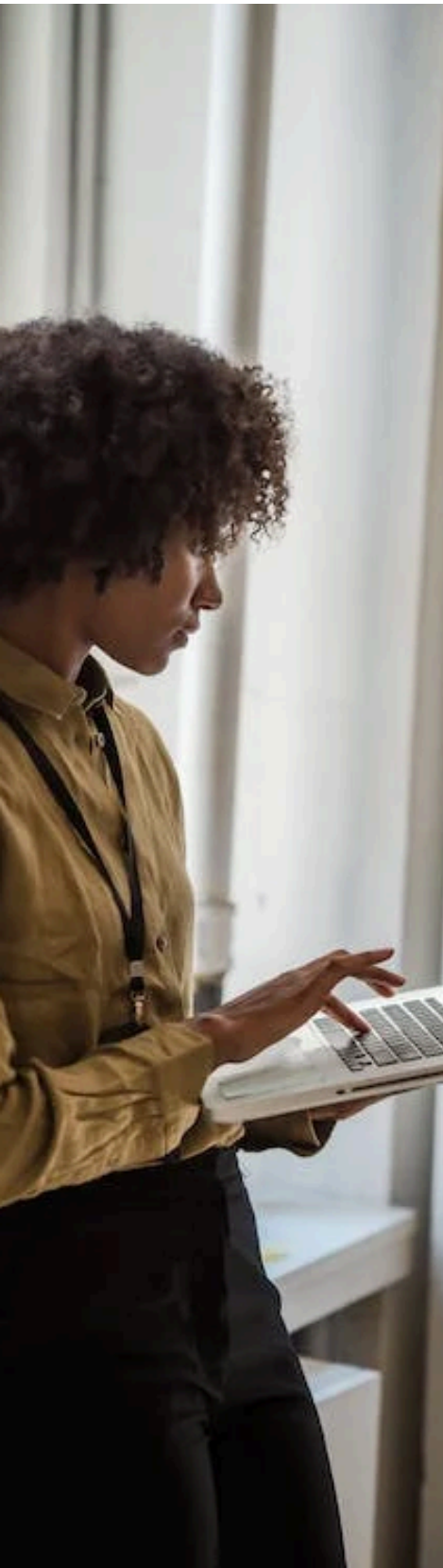
Designed for supervisors, team leads, office managers, HR officers, technical specialists
What makes this different: Strategic headhunting combined with cultural fit assessment for leadership roles.



Executive & Tech Search

Specialized for senior managers, functional heads, engineers, finance leaders, CTOs

What makes this different: Comprehensive market mapping and leadership assessment for business-critical hires.



Entry-Level Hires

Capacity: 3–5 hires per month at this rate

30-day guarantee: Free replacement if candidate exits or underperforms

WHAT YOU'LL GET:

- ✓ 3–5 qualified candidates per role
- ✓ Multi-channel job advertising
- ✓ CV sourcing and first-round shortlisting
- ✓ Structured phone/virtual screening
- ✓ Basic aptitude or behavioral assessment

#160,000

Ideal for SMEs needing fast turnaround on high-volume positions



Junior Roles

Capacity: 2–4 hires per month at this rate

30-day guarantee: Free replacement if candidate exits or underperforms

WHAT YOU'LL GET:

- ✓ Everything in Entry-Level
- ✓ Competency-based interviews
- ✓ Role-specific assessments
- ✓ Basic reference checks
- ✓ Candidate feedback reports
- ✓ 30-day replacement guarantee

₹220,000

Ideal for SMEs hiring professionals with 1–3 years' experience.

A woman with dark hair and glasses, wearing a white sleeveless shirt, is sitting at a desk and looking at a tablet. She is smiling slightly. There are some papers and a notebook on the desk in front of her.

Mid-Level Roles

Capacity: 1–3 hires per month at this rate

45-day guarantee: Free replacement

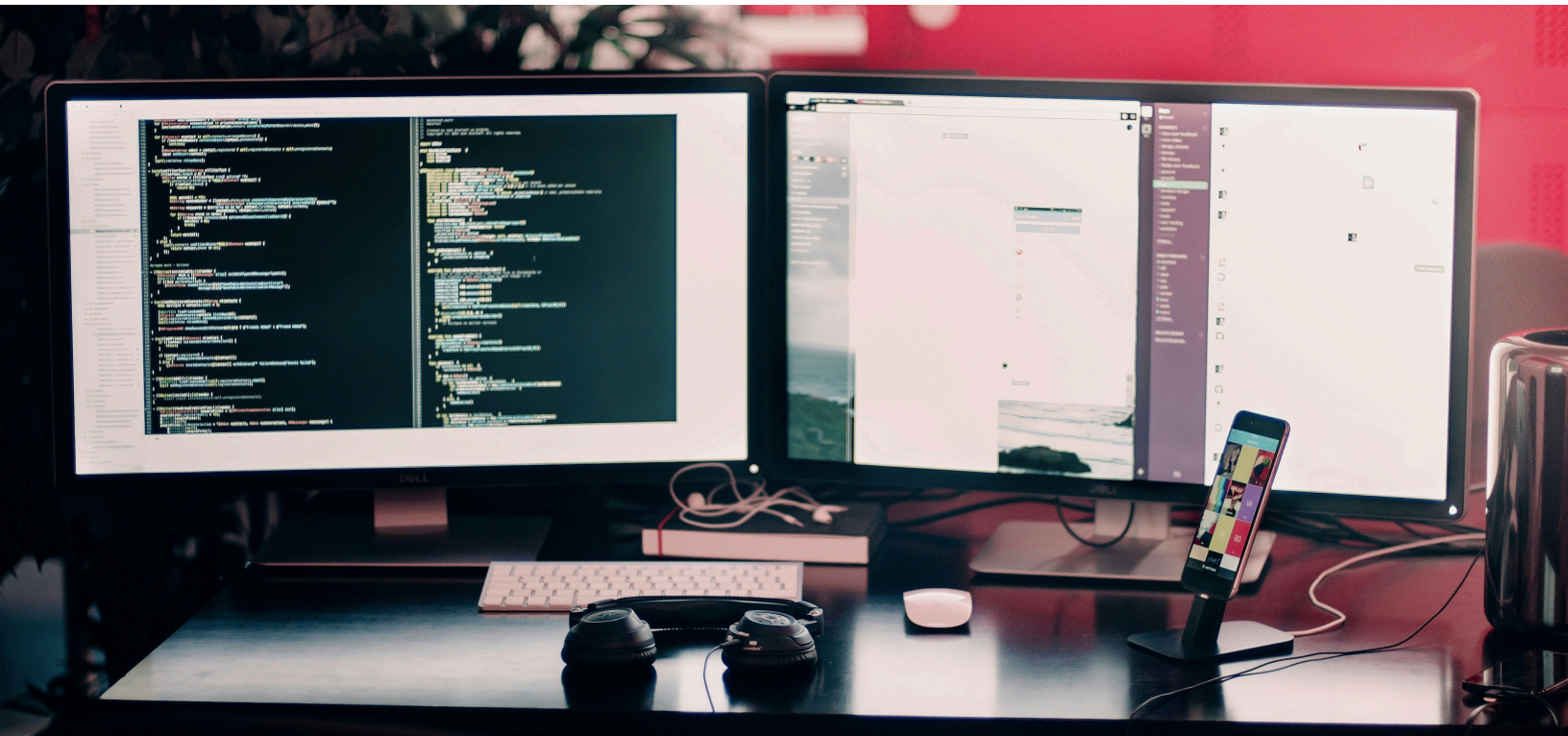
WHAT YOU'LL GET:

- ✓ Everything in Entry-Level package, plus:
- ✓ Structured competency-based interviews
- ✓ Skills testing (numeracy, MS Office, skills and technical aptitude)
- ✓ Basic employment reference checks
- ✓ Final shortlist of 3–4 strong candidates

₦350,000

For strategic roles where leadership impact is critical

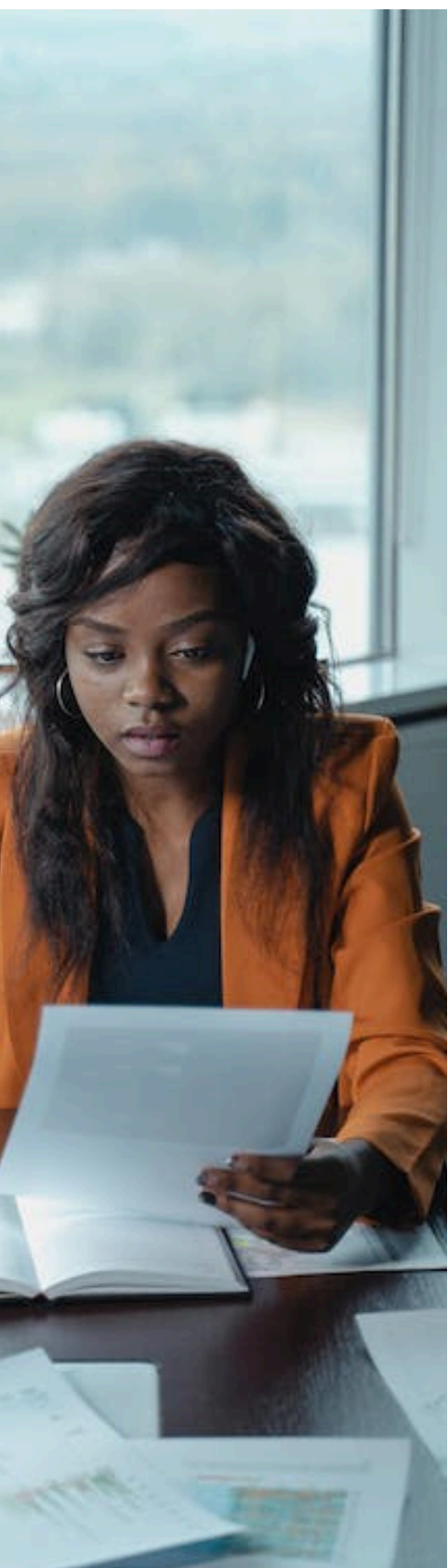
Tech Recruitment Services — Pricing Plan



At The HR Hub, we understand that tech talent is not just another hire — it's a competitive advantage.

Our tech recruitment solutions are designed to help you attract, assess, and retain the right people in a market where demand far outweighs supply.

We combine targeted search, industry networks, technical assessments, and cultural fit evaluation to deliver candidates who can actually perform, not just interview well.



Tech Recruitment — Junior Roles

0–3 years' experience; **e.g., frontend/backend developers, QA testers, IT support, product analysts, data analysts**

WHAT YOU'LL GET:

- ✓ Role scoping and salary benchmarking for your market.
- ✓ Posting on curated tech job boards and communities.
- ✓ Screening and shortlisting of candidates (3–5 profiles per role).
- ✓ Technical assessments (coding tests, case studies, or task simulations).
- ✓ Reference and background checks.
- ✓ Coordination of interviews and feedback management.

8% OF ANNUAL SALARY

30-day free replacement guarantee.



Tech Recruitment — Mid-Level Roles

3–6 years' experience; e.g., **software engineers, product managers, UI/UX designers, cloud engineers, data scientists**

WHAT YOU'LL GET:

- ✓ Tailored sourcing strategy using headhunting, referrals, and niche platforms.
- ✓ In-depth candidate profiling (skills, experience, culture fit).
- ✓ Advanced technical testing (whiteboard sessions, live coding, portfolio reviews).
- ✓ Leadership potential and team collaboration assessments.
- ✓ Salary and offer negotiation support to secure top candidates.

10% –12% OF ANNUAL SALARY

45-day free replacement guarantee.



Executive & Senior Leadership Recruitment

Hiring for executive roles is about far more than filling a vacancy; it's about finding leaders who can shape your company's future.

At The HR Hub, our executive search process is designed to identify, attract, and secure proven leaders who align with your strategic vision, culture, and growth objectives.

We use targeted research, discreet headhunting, and in-depth assessments to ensure every executive hire brings both competence and cultural fit.

When to Choose Executive Search

- You're filling a mission-critical role (CEO, COO, CTO, CFO, Head of Sales, etc.).
- You need specialist leadership to enter new markets or scale operations.
- You want access to passive candidates not visible on job boards.
- You need a partner that ensures confidentiality and discretion in the search.

A photograph of a modern office interior. It features a large wooden conference table with several black chairs. A large white spherical pendant light hangs from the ceiling. The room has a high ceiling with recessed lighting and a dark wood floor with a herringbone pattern.

Tech Executive Search

(7+ years' experience; e.g., **C-Suite, Directors, Country Managers, Functional Heads, Senior Engineers, Senior Product Leaders**)

WHAT YOU'LL GET:

- ✓ Market Intelligence & Mapping: Competitor analysis, industry insights, and salary benchmarks.
- ✓ Targeted Headhunting: Outreach to top performers and passive candidates not actively job-hunting.
- ✓ Rigorous Screening & Assessments: Competency-based interviews, leadership style evaluations, psychometrics if required.
- ✓ Due Diligence & Verification: Comprehensive reference checks, background verification, and reputation screening.
- ✓ Offer Management: Support in structuring and negotiating executive packages to attract top talent.
- ✓ Onboarding Support: Guidance for a smooth transition and integration into your leadership team.

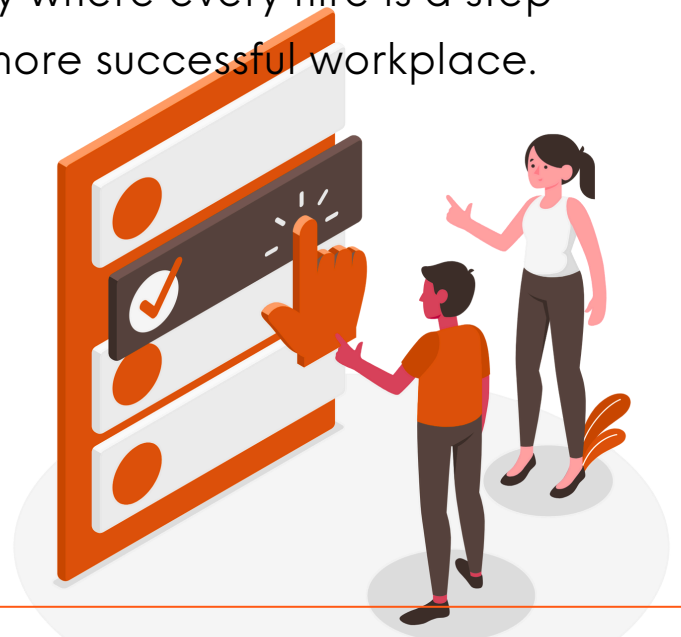
UP TO 15% OF ANNUAL SALARY
60-90 day free replacement guarantee.

Why Work with Us?

At The HR Hub, we believe every hire shapes the future of your business. That's why we go beyond job titles and CVs to understand the people behind them. Our approach blends human insight with people analytics, giving SMEs the confidence to hire not just for today but for the long term.

We focus on the data that matters: **how candidates perform, stay, and grow in similar roles**. At the same time, we never lose sight of the fact that hiring is about people, not just numbers. This balance helps us connect you with candidates who bring the right skills, the right energy, and the right cultural fit for your team.

Our goal is to simply take the stress out of hiring for founders and leaders while helping you build teams that feel like family and perform like champions. With The HR Hub, recruitment becomes less of a risk and more of a journey where every hire is a step toward a stronger, happier, and more successful workplace.



The Next Steps ...

01 BOOK A FREE CONSULTATION CALL

Schedule a consultation call with our team to know about your business pain-points, and learn more about our services.

02 GET A PROPOSAL FROM US

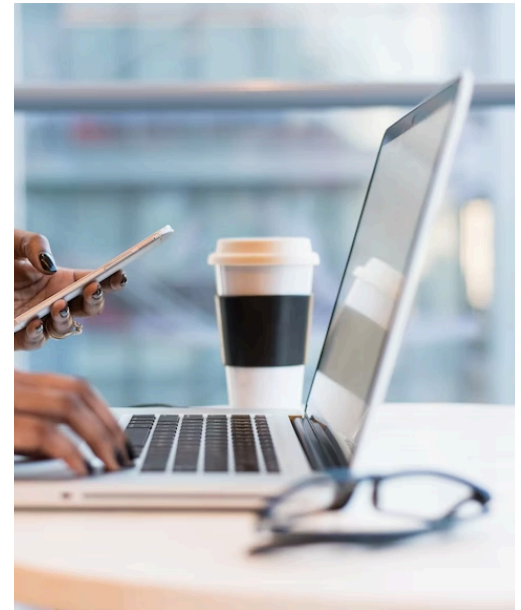
Our proposal includes a step-by-step approach, agreement and invoice. This step includes accepting and signing this proposal Scheduling our next meeting Preparation of documentation and objectives

03 MEETING THE HIRING MANAGER/TEAM AND KEY DECISION MAKERS

Preplanning with hiring managers and collection of crucial information via our client recruitment questionnaire. Review the existing hiring process.

04 RECRUITMENT PROCESS BEGINS...

Job analysis, determining the hiring source, candidate searching, interview, debrief after interview, negotiations, hire, and onboarding.



COMMUNICATION

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Thank You

Let's Get Started!



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