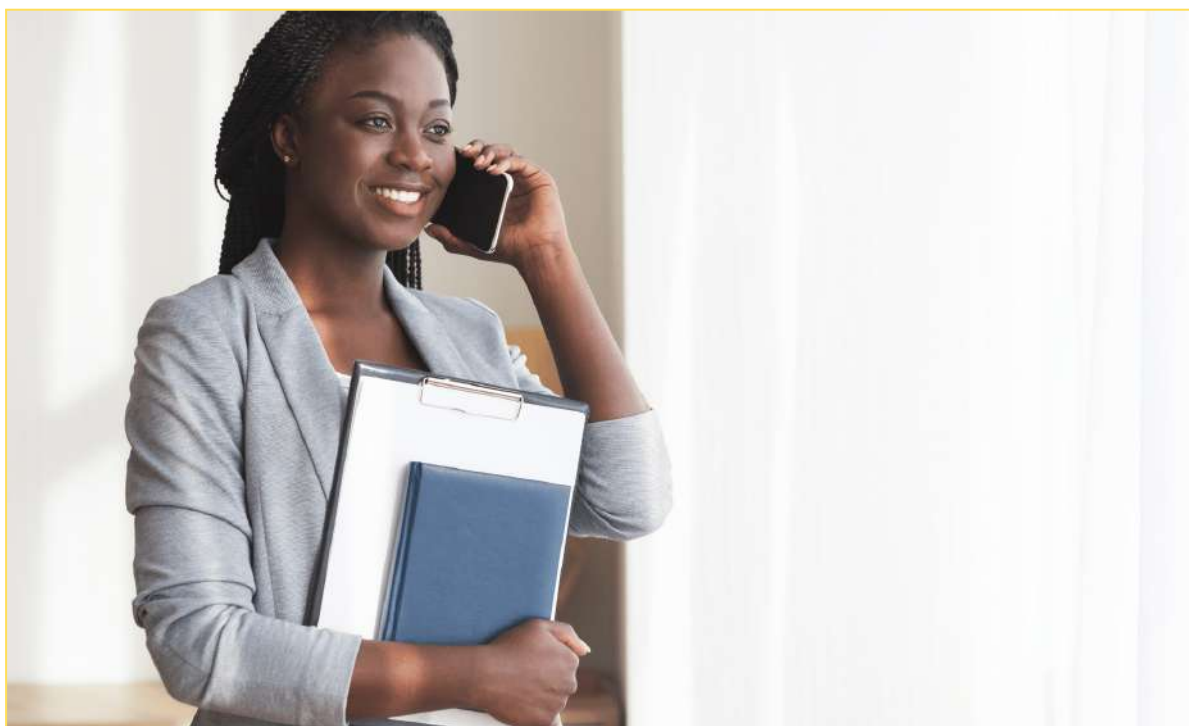




Company	Jollof Events Limited	Job Position	Admin Officer
Location	Latrikunda German (Westfield Area) Off Kairaba Avenue		
Job Type	Full-time	Working Period	5 days/week 8:00AM - 4:00 PM
Gross Salary		D8,000/month	
Net Salary (After Tax & Social Security Deductions)		D7,042/month	
Notes	• D7,042 will be sent to your personal bank account. • D375 will be sent to your social security (S.S.) account. • A D50 food voucher will be given to you daily. • Your monthly gross salary will increase (above D8,000) when you obtain additional payments such as overtime. • Subject to salary and contract extension upon satisfactory service • Terms & Conditions Apply.		

Key Responsibilities

1. Serve as the principal assistant to the CEO.
2. Provide administrative support to staff members.
3. Follow up with team members to ensure company operations run smoothly and assigned tasks are completed on time.
4. Manage office records, files, reports, and company documents.
5. Prepare, write, and distribute emails, letters, memos, forms, and other official documents.
6. Manage petty cash, bookkeeping, and company assets, ensuring accurate records and proper accountability.
7. Human resource management.
8. Provide support to customers and visitors, including handling basic sales inquiries and directing clients through the sales process when required.
9. Schedule meetings, and appointments.
10. Promote and maintain the company's culture and ensure a positive work environment.

Key Requirements

1. A degree in Business Administration/Management, Accounting, or related field.
2. Excellent written and verbal communication skills.
3. Good numerical (calculation) skills.
4. Excellent computer skills including Microsoft Office, Google Workspace and AI tools.
5. Good financial knowledge.
6. Self-motivated, highly organized and detail-oriented.
7. Ability to speak at least two local languages.
8. Must align with and support the company's mission, vision, and culture.
9. Ability to take initiative and complete tasks with minimal supervision.

(Get application form on page 3 below 📌)

Training & Onboarding

1. If selected, you will undergo a 3 week training program on Jollof Events' systems and operations before full appointment.
2. The purpose of the training is to introduce you to some of the tools and programs you will be using at work, as well as assess your general level of competence.
3. Some of the topics to be covered in the training include:
 - Jollof Events Employee Handbook
 - Basic Computer Skills
 - Jollof Events Asset Database
 - Introduction To Measurements
 - Jollof Events Catalog Database
 - WhatsApp Business Tools
 - Trello - Project Management Software
 - Jollof Events Sales Script
4. The training will be held Mondays to Fridays; and from 8 A.M to 4 P.M.
5. You will be given a transport allowance of D1,000 at the end of the training.
6. Note that a full time appointment is guaranteed only if you complete and pass the training.

Application Details

- The application shall only be done online (see the application link below).

[APPLY NOW! Press this link to apply](#)