



Company	Jollof Events Limited	Job Position	Communications 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		D7,000/month	
Net Salary (After Tax & Social Security Deductions)		D6,292/month	
Notes	• D6,292 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 D7,000) when you obtain additional payments such as overtime. • Subject to salary and contract extension upon satisfactory service • Terms & Conditions Apply.		

Key Responsibilities

1. Create and share content, including social media posts, photos, videos, and other marketing materials to promote the company's products and services.
2. Manage the company's social media platforms, including Facebook, Instagram, TikTok, LinkedIn, WhatsApp, and other digital channels.
3. Help attract more customers and increase awareness of the company's products and services.
4. Build and maintain strong relationships with customers, the media, partners, and the public.
5. Respond to media enquiries, arrange interviews, and represent the company when required.
6. Capture, organize, and maintain the company's photo, video, and media archives.
7. Work closely with the Sales team to help attract customers and increase sales.
8. Provide support to other team members or departments whenever needed.

Key Requirements

1. A degree in Journalism, Marketing, Communications, Public Relations, or a related field.
2. Exceptional written and verbal communication skills.
3. Excellent computer and content creation skills, including Adobe Premiere Pro, CapCut, Canva, Microsoft Office, and AI tools.
4. Ability to operate media equipment such as DSLR cameras, smartphones, microphones, and lighting equipment.
5. Must be a high energy, entertaining, and extroverted individual.
6. Must align with and support the company's mission, vision, and culture.
7. Strong knowledge of communications, public relations, digital marketing, and branding.
8. 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](#)