



Company	Jollof Events Limited	Job Position	General Assistant
Location	Latrikunda German (Westfield Area) Off Kairaba Avenue		
Job Type	Full-time	Working Period	5 days/week 8:00AM - 4:00 PM
Gross Salary	D6,000/month		
Net Salary (After Tax & Social Security Deductions)	D5,525/month		
Notes	• D5,525 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 D6,000) when you obtain additional payments such as overtime. • Subject to salary and contract extension upon satisfactory service • Terms & Conditions Apply.		

Key Responsibilities

1. Provide support to the Designers, Drivers Faticities Personel , and other team members.
2. Move, organize, and store company products and materials effectively.
3. Assist with the timely pick-up and delivery of company products.
4. Load, unload, and arrange equipment in vehicles and storage areas.
5. Set up and dismantle event equipment, including tents, tables, chairs, backdrops, and other event products.
6. Check the quality and quantity of products before delivery and upon collection.
7. Clean, maintain, and properly store company products, equipment, and facilities.

Key Requirements

1. Must be able to read and write in English.
2. Physically fit and able to lift and move heavy equipment such as chairs, tables, and tents.
3. Ability to prioritize tasks and work on multiple assignments when required.
4. Must align with and support the company's mission, vision, and culture.
5. Ability to take initiative and complete tasks with minimal supervision.
6. Valid ID Card

(Get application form on page 3 below 📌)

Training & Onboarding

7. If selected, you will undergo a 1 week training program on Jollof Events' systems and operations before full appointment.
8. 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.
9. Some of the topics to be covered in the training include:
 - Jollof Events Employee Handbook
 - Jollof Events Asset Database
 - Introduction To Measurements
 - Jollof Events Catalog Database
 - Trello - Project Management Software
13. The training will be held Mondays to Fridays; and from 8 A.M to 4 P.M.
14. You will be given a transport allowance of D1,000 at the end of the training.
15. 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](#)