



Company	Jollof Events Limited	Job Position	Logistics Manager
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. Ensure customers receive exactly what they ordered, in good condition, at the right place and at the right time.
2. Oversee all the company's facilities including buildings, vehicles, and equipment.
3. Make sure all event and office supplies are ready and available when needed.
4. Find and hire contractors, labourers, outside equipment and other services when needed.
5. Select and assign the equipment needed for each booking.
6. Supervise store/warehouse operations.
7. Oversee the cleaning, maintenance, repair, and replacement of company products, equipment, and facilities.
8. Maintain an accurate and up to date record of all assets, facilities and suppliers.
9. Build and maintain strong relationships with suppliers, vendors, and contractors.
10. Provide support to other team members or departments whenever needed.

Key Requirements

1. A degree in Facility Management, Business Administration, Logistics, Supply Chain Management, or a related field.
2. Good written and verbal communication skills.
3. Good numerical (calculation) skills.
4. Good computer skills, including Microsoft Office, Google Workspace and inventory management software.
5. Ability to drive cars, trucks, vans, and motorbikes (added advantage)
6. Strong negotiation skills.
7. Strong supervisory skills and Attention to detail.
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
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](#)