



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 (Sales Assistant)

20. Communicate with potential customers to explain Jollof Events' products and encourage bookings.
21. Respond to customers' enquiries, complaints, and feedback professionally.
22. Maintain accurate records of sales, quotations, bookings, and customer information.
23. Build and maintain strong, long-term relationships with customers and corporate clients.
24. Collect data from customers.
25. Work with the Communications team to attract new customers and promote the company's products and services.
26. Work with the Design and Facilities teams to improve products and services based on customer feedback and market needs.
27. Identify new business opportunities, partnerships, and markets for company growth.
28. Provide support to other team members or departments whenever needed.

Key Requirements

18. A degree in Sales, Marketing, Communications, or related field.
19. Exceptional written and verbal communication skills.
20. Excellent computer skills, including Microsoft Office, Google Workspace and AI tools.
21. Exceptional customer service skills.
22. Excellent negotiation, persuasion, and consultative selling skills.
23. Ability to speak at least two local languages.
24. Must be a high energy, entertaining, and extroverted individual.
25. Must align with and support the company's mission, vision, and culture.
 - Bakau
 - Dippa Kunda
 - Fajara
 - Kanifing
 - Kololi
 - Kotu
 - Latrikunda German
 - Latrikunda Sabiji
 - London Corner
 - Jeshwang
 - Pipeline
 - Tallinding
 - Serekunda
 - Manjai
 - Bundung

Training & Onboarding

13. If selected, you will undergo a 3 week training program on Jollof Events' systems and operations before full appointment.
14. 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.
15. 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
16. The training will be held Mondays to Fridays; and from 8 A.M to 4 P.M.
17. You will be given a transport allowance of D1,000 at the end of the training.
18. Note that a full time appointment is guaranteed only if you complete and pass the training.

Application Details

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

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