

VACANCIES

Administrative Officer

An Administrative Officer will be in charge of coordinating an organization's administration system and general workflows. His/her duties include supervising staff, facilitating communication throughout the company and developing procedures to make the workplace more efficient. He/She will also create reports to inform the Chief Operations Officer and other stakeholders of the company's performance.

Administrative Officer Skills and Qualifications Requirements:

Job Description:

- Guiding the organization's activities
- Coordinating the various departments and projects of the company
- Coordinating company vendors and contractors
- Identifying opportunities to improve a business' policies, objectives and procedures
- Ensuring the company is operating securely and effectively
- Preparing and reviewing operational reports
- Leading and/or participating in meetings
- Assisting managers in compiling annual budget information and reports
- Maintaining all policies and procedures manuals
- Delegating tasks to administrative assistants
- Creating personnel folders for new hires
- Monitoring and projecting staffing needs
- Overseeing department budget planning and development
- Managing and maintaining all department databases
- Performing clerical accounting and general office duties as needed
- Developing strong relationships with cross-functional teams and departments

Qualification/ Skills Requirements:

- Minimum of HND or its equivalent in a Business Administration or a similar course.
- Experience in a similar position
- Exceptional leadership, task and resource management skills

- Time management skills
- Computer literacy skills
- Organization skills
- Resourcefulness
- Decision-making skills
- Strategic planning skills

Information Communications Technology Officer

The Information Communication Technology Officer is in charge of setting up, managing and troubleshooting the technology systems that the company uses to maintain computer and software networks and communication channels. Their duties include responding to hardware problems, updating system software and tracking the data and communications used on their network and managing the company website. He/she is also required to be good in graphic designs and digital marketing.

Job Description:

- Review diagnostics and assess the functionality and efficiency of systems
- Implement security measures
- Monitor security certificates and company compliance of requirements
- Offer technical support to company staff and troubleshoot computer problems
- Install and update company software and hardware as needed
- Anticipate and report the cost of replacing or updating computer items
- Manage the website of the company
- Design graphics for adverts and reports.

Qualification/ Skills Requirements:

- Working knowledge of relevant operating systems, software and programming
- Certificate in Website Design and Management
- Certificate in Graphics Design
- Excellent problem-solving and critical thinking skills
- Keen attention to detail
- Good organization, time management and prioritization
- Efficient troubleshooting abilities
- Effective communication skills, including speaking, writing and active listening
- Great customer service and interpersonal skills

For any of the positions, interested candidates should for open the link below and fill the form.

<https://forms.gle/FFDQrdU7E4gK5LJDA>

