

JOB OPENING FOR THE FOLLOWING POSITIONS:

Customer Service Representative:

Recruiting to fill the position of a Customer Service Representative; the position is located in Lagos State. Interested candidates should possess a BSc / BA degree with 3 to 4 years work experience in marketing or related fields.

Job functions:

Assist customers with complaints resolution, give customers relevant information about products and services, take orders, and process returns; service existing clients and build new accounts and ability to think analytically to proffer solutions and with a good presentation and negotiation skills. must have knowledge of sales.

Security Operative/Guard:

Recruiting to fill the position of a Security Operative/Guard: the position is located in Lagos State. Interested candidates should possess an Ordinary National Diploma or its equivalent with 3 to 4 years related work experience.

Job functions:

Secure company premises, property and personnel. Understanding of security functions such as patrolling, monitoring, surveillance, search policy, inspecting buildings, equipment, and access points; permitting entry. Obtains help by sounding alarms. Prevents losses and damage to properties and reporting irregularities; informing violators of policy and procedures; restraining trespassers.

Ticketing Officer:

Recruiting to fill the position of a Ticketing Officer: the position is located in Lagos State. Interested candidates should possess a BSc or its equivalent with minimum of 2 years work experience in a similar role or its equivalent.

Job functions:

Assisting passengers to make bookings, those who miss a movement time schedule to re-schedule their travel plans and get them to their destination as quickly as possible, handle client/passengers' luggage, weigh luggage and ensure it gets to the baggage handlers. Must be familiar with schedules and be able to answer questions about travel times, connections and layovers.

Administrative Officer:

Recruiting to fill the position of an Administrative Officer: the position is located in Lagos State. Interested candidates should possess a Degree or its equivalent in Business Administration, Engineering or related course with minimum of 3 years work experience.

Job functions:

Provide administrative support and managing queries, managing office stock, preparing regular reports (e.g. expenses and office budgets); inventory management, organizing company records, roster scheduling, budget and office reporting, invoicing and customer service. Must have a strong understanding of business management and industry knowledge to help the marketing and Company's business development.

Audit Clerk:

Recruiting to fill the position of an Audit Clerk: the position is located in Lagos State. Interested candidates should possess a BSc or its equivalent in Finance, Accounting or related courses with minimum of 3 years work experience.

Job functions:

Ensure figures, postings, and documents written by accounting are properly coded and accurate, verify records and transactions, Correct errors or make notations for other workers to correct, enter information from receipts into computers, perform payroll functions, make phone calls to customers or clients, Use computer software to input numbers etc.

Accounts Officer:

Recruiting to fill the position of an Accounts Clerk: the position is located in Lagos State. Interested candidates should possess a BSc or its equivalent in Finance, Accounting or related courses with minimum of 3 years work experience.

Job functions:

updating internal databases with client and contract details, perform back-office sales tasks to support Account Executives as needed, Research market trends and competition, create reports on sales and marketing campaigns, maintain digital and physical records of invoices and contracts, Address payment issues, Identify new revenue prospects etc.

Marketing Officer:

Recruiting to fill the position of a Marketing Officer; the position is located in Lagos State. Interested candidates should possess a BSc or its equivalent in marketing or related courses with 2 to 3 years work experience.

Job functions:

to research and analyse market trends, competitor offerings, demographics, and other information that affects marketing strategies, Use research findings and analysis to provide direction to marketing managers regarding upcoming marketing projects, new products or services, and overall strategy, Identifies areas for improvement in product offerings, sales tactics, marketing strategy, and promotional activities; involves in product advertising, packaging, media channels, and branding.

Drivers: (Bus, Mini-truck, Canter etc).

Recruiting to fill the position of a Driver: the position is located in Lagos State. Interested candidates should possess O 'Level certificate with minimum of 3 years work experience.

Job functions:

Carry out vehicle maintenance checks, Deliver packages to customers promptly, Pick up office purchases or other administrative needs, Ability to utilize navigation apps to find the most optimal route, Interact with clients in a professional conduct, Maintain an organized travel schedule, Ensure that vehicles have sufficient gas/fuel and are always ready for use, Arrange for vehicle repairs when necessary, Updating monthly mileage records.

Franchise Analyst:

Recruiting to fill the position of a Franchise Analyst: the position is located in Lagos State. Interested candidates should possess Graduate of Marketing, Logistics, Business Administration, Management, or Finance with minimum of 3 years supervisory experience from courier industry/distribution/cargo.

Job functions:

Ability to research and analyse market trends, Information Technology skills, ability to Implement plans to achieve or exceed sales margin for the franchise wholesale business; delivering applications to end users in the Franchise Network, corporate office, and customer community, Prepare assessment on franchise current performance and identify improvement opportunities, Monthly routines including benchmarking for Managers.