



JOB DESCRIPTION

Title: Operations Assistant (Intern or NYSC)

Location: Ikeja, Lagos

Time: Full-Time

Job Description

- Supports company operations by maintaining office systems such as customer database, invoicing system, completing sales
- Maintain office services by organizing office operations and procedures; managing company email; assigning and performing clerical functions
- Keep management informed by summarizing information, identifying trends and producing monthly reports
- Provide administrative support to the Sales & Operations Team and the Managing Director
- Manage relationships with existing clients
- Manage and process retail orders made via phone/email/social media
- Manage the company's logistics and its partners
- Support company research and development activities
- Contributes to team effort by accomplishing related results as needed

Skills & Requirements

- Excellent communication, presentation and report writing skills
- A good level of numeracy
- Ability to meet and exceed set goals
- Ability to manage existing company relationships
- Hardworking with a high degree of self-motivation and ambition
- Ability to work both independently and as part of a team

Education & Qualification

- OND/HND or similar level
- Good working knowledge of MS Word, Excel and Powerpoint
- Familiar knowledge of invoicing software like Waveapps is desirable
- Familiar knowledge of POS/retail software like Loyverse is desirable

Salary

N25,000 per month (in addition to the NYSC Monthly Stipend)