

# **Inventory/Reconciliation Account Officer in Lekki, Lagos State.**

Job Title: Inventory/Reconciliation Accounts Officer

Location: Lekki, Lagos

Employment Type: Full-time

Job Responsibilities:

Ensure that inventory levels are accurate.

This includes identifying and correcting inventory errors, and recommending inventory levels based on sales forecasts and demand.

Track and manage the company's inventory. This includes maintaining inventory records, conducting physical inventory counts.

Fill in for the Executive Chef in planning and directing food preparation when necessary.

Responsible for analyzing financial and sales records to ensure accuracy and resolve any discrepancies from cash points.

Responsible for reconciling transactions across the general and sub-ledgers with other key account reconciliations such as bank

Statements, inventory control, clearing, billings, etc

Qualifications & experience

HND / B.Sc / OND plus 2 years relevant experience.

Application Closing Date

15th November, 2024.

How to Apply

Interested and qualified candidates should send their CVs to:

olayemi.oguntoye-hr@kingfisherafrica.com using the job title as the subject of the mail.

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# **Vacancy for Secretary in Surulere, Lagos State.**

Job Title: Secretary

Location: Surulere, Lagos

Employment Type: Full-time

Responsibilities:

- Welcoming visitors and clients.
- Answering phone calls.
- Responding to emails.
- Scheduling meetings.
- Preparing conference rooms for meetings.
- Making travel arrangements for executives.
- Printing and copying documents as needed.
- Organizing and distributing messages.
- Maintaining company schedules.
- Organizing documents and files.
- Documenting financial information.
- Maintaining and ordering office supplies

Requirements:

- Proficiency with Microsoft Office.
- Excellent computer literacy.
- Excellent interpersonal skills.
- Ability to multitask.
- Excellent communication skills.

Excellent time management skills.

Prior experience in administration would be advantageous.

Candidates must possess an OND, HND or a B.Sc in secretarial management.

Application Closing Date

31st October, 2024.

How to Apply

Interested and qualified candidates should send their CVs to: [bss\\_consulting@yahoo.com](mailto:bss_consulting@yahoo.com) or [info@bss-ng.com](mailto:info@bss-ng.com) using the Job Title as the subject of the email.

Note: Preference will be given to those living within surulere and environment.

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# **Sales Executive with Banking / Real Estate Experience**

Job Title: Sales Executive with Banking / Real Estate Experience

Location: Ikeja, Lagos

Industry: Furniture Manufacturing, Interior Design, and Construction

Salary: Competitive (Based on experience)

## **About Us:**

We are a leading company in Ikeja, Lagos, specializing in furniture manufacturing, interior design, and construction services. We pride ourselves on delivering innovative, high-quality solutions to our clients. Our company is seeking Sales Executives with a proven track record in high-ticket sales and digital marketing to help grow our business.

# Requirements:

## Customer Engagement:

- Welcome and assist clients with professionalism, ensuring a seamless experience across our furniture, interior design, and construction services.
- Provide in-depth knowledge of products and services, including furniture design, construction projects, and customized solutions.

## Sales Transactions:

- Efficiently handle sales transactions, including cash and credit card payments, while managing the sales register.
- Help clients make informed purchasing decisions based on their design and budget requirements.

## Client Relationship Management:

- Build and maintain strong relationships with clients, particularly in banking, insurance, real estate, and other high-ticket industries.
- Follow up post-sale to ensure client satisfaction and identify opportunities for cross-selling our interior design and construction services.

## Sales Strategy Development:

- Develop and execute sales strategies aimed at exceeding revenue targets.
- Analyze sales data to monitor performance and adjust strategies for improved outcomes.

## Digital Marketing and Business Development:

- Leverage digital marketing strategies (social media, email marketing, SEO) to promote services and attract potential clients.

- Create engaging content for social media platforms and manage online campaigns to increase visibility and boost sales.
- Conduct market research to stay ahead of industry trends and identify new business opportunities.
- Attend industry events to network with potential clients and expand our customer base.

#### Collaboration:

- Work closely with the design and project teams to ensure alignment between client expectations and project execution.
- Assist in implementing promotional campaigns that highlight our furniture, interior design, and construction services.

### **Preferred Qualifications:**

- Minimum of 3 years of experience in high-ticket sales.
- Experience in banking, insurance, real estate, or other high-value sales industries.
- Proficiency in digital marketing (social media management, email campaigns, and SEO).
- Strong negotiation and communication skills with the ability to close high-value deals.
- Excellent leadership, time management, and strategic thinking abilities.
- Ability to analyze sales performance data and adjust strategies to improve results.

### **Why Join Us?**

- Competitive salary with attractive commission potential.
- Opportunities for career advancement in a company offering furniture manufacturing, interior design, and construction services.
- Work in a dynamic and innovative environment that values

creativity and collaboration.

- Contribute to transformational projects that blend design excellence with functional solutions.

## **How to Apply:**

Interested candidates with relevant experience should send their CV and cover letter to [hr@globalclique.net](mailto:hr@globalclique.net).

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# **Telesales Representative Needed: Full-Time Role in Victoria Island – Apply Now!**

**Job Title:** Telesales Representative

**Location:** Victoria Island, Lagos

**Salary:** Negotiable

**Employment Type:** Full-Time

**Are you an experienced Telesales Representative ready to drive sales over the phone? Join our dynamic team in Victoria Island!**

### **Job Summary:**

As a **Telesales Representative**, you will be responsible for closing sales deals over the phone while building and maintaining strong customer relationships. If you have a proven track record of meeting sales targets and possess excellent communication skills, we'd love to have you on board!

## **Key Responsibilities:**

- Reach out to potential or existing customers to inform them about products or services using provided scripts.
- Ask relevant questions to understand customer needs and close sales effectively.
- Accurately enter and update customer information in the database.
- Process customer orders efficiently and maintain accurate sales records.
- Keep track of calls, sales, and other useful information for future reference.
- Pass leads to the outbound sales team when needed.
- Upsell and cross-sell additional products to existing clients when appropriate.

## **Requirements:**

- Proven experience as a **Telesales Representative** with a strong track record of meeting sales quotas.
- Familiarity with computer programs such as CRM software and telephone systems.
- Ability to quickly learn about products and services and clearly explain them to customers.
- Excellent communication and interpersonal skills.
- Strong negotiation skills with the ability to resolve issues and address customer complaints professionally.

## **How to Apply:**

Interested and qualified candidates should send their CV to **recruitment@mactay.com** using the job title "Telesales Representative" as the subject of the email.

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# HR Officer Vacancy – 1-2 Years Experience Needed, Lekki, Lagos

**Job Title:** HR Officer (1-2 Years of Experience)

**Location:** Puri Mall, Beside LBS, Lekki, Lagos

**Employment Type:** Full-Time | Onsite

**Salary:** ₦250,000

**Are you an HR professional with a knack for payroll accuracy? Join our team and take your HR career to the next level!**

## **Key Responsibilities:**

- Process employee payroll accurately and timely.
- Maintain payroll records, including earnings, deductions, and taxes.
- Ensure compliance with legal regulations and internal company policies.
- Resolve payroll discrepancies and handle employee inquiries regarding payroll.
- Collaborate with HR and accounting teams on payroll-related matters.

## **Qualifications:**

- 1-2 years of experience in payroll processing within an HR role.
- Strong understanding of payroll systems and relevant software.
- Familiarity with Nigerian labor laws and tax regulations.
- High attention to detail and excellent organizational skills.

- Ability to handle confidential information with integrity and discretion.

### **Why Join Us?**

- Be a part of a dynamic team dedicated to seamless payroll operations.
- Enhance your skills in payroll management and HR operations.

### **How to Apply:**

Interested candidates should send their resume and a brief cover letter to [hr@pwanhomes.com](mailto:hr@pwanhomes.com) and copy [raphael.gloria@pwangroup.com](mailto:raphael.gloria@pwangroup.com).

**Application Deadline:** 2nd October 2024.

**Note:** No accommodation provided.