

# HR/Admin Assistant in Ikeja, Lagos State.

**Job Title:** HR/Admin Assistant

**Location:** Ikeja, Lagos

**Employment Type:** Full-time

## **Responsibilities:**

Assist with recruitment processes, including posting job ads, scheduling interviews, and conducting initial screenings.

Maintain employee records and ensure all HR documents are up-to-date and accurate.

Assist in on-boarding new employees and organizing orientation sessions.

Help with payroll processing and employee benefits administration.

## **Requirements:**

Bachelor's Degree in Human Resources, Business Administration, Psychology, or a related field.

At least 2 years of experience in an HR/ Administrative role.

Strong organizational and time management skills.

Excellent communication and interpersonal skills.

Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).

Ability to handle sensitive information with confidentiality and professionalism.

Applicants must be eager to learn and develop a career in HR.

## **Application Closing Date:**

4th November, 2024

## **How to Apply:**

Interested and qualified candidates should send their CVs to:

hireme@swiftconsulting.com.ng using the Job Title as the subject of the mail.

**Note:** Only qualified candidates will be contacted.

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# **VACANCY FOR ACCOUNTANT IN AMUWO ODOFIN, LAGOS STATE.**

Position: Accountant

Location: Amuwo Odofin

Employment Type: Full-time

Salary: 150,000

Experience: 2 -3 years

## **Overview:**

We are seeking a detail-oriented and experienced Accountant to manage and oversee financial activities for our client's retail business. The Accountant will be responsible for maintaining accurate financial records, preparing financial reports, and ensuring compliance with relevant regulations. The ideal candidate will have a strong understanding of retail accounting practices, inventory management, and cost control.

## **Key Responsibilities:**

- 1. Financial Reporting:** Prepare monthly, quarterly, and annual financial statements including profit and loss statements, balance sheets, and cash flow reports.
- 2. Bookkeeping:** Maintain accurate financial records, including accounts payable and receivable, payroll, and general ledger entries.
- 3. Inventory Accounting:** Monitor and account for stock levels, including managing costs associated with inventory purchases,

shrinkage, and adjustments.

4. Budgeting and Forecasting: Assist in the preparation of budgets and forecasts, ensuring they align with the financial objectives of the retail business.

5. Tax Compliance: Prepare and file tax returns and ensure compliance with all tax regulations, including VAT, sales tax, and other applicable taxes.

6. Cost Control: Monitor expenses and suggest cost-saving measures without compromising on the quality of services.

7. Accounts Reconciliation: Perform monthly reconciliations of bank accounts, credit card statements, and other financial records to ensure accuracy.

8. Internal Controls: Develop and enforce internal financial controls and procedures to safeguard company assets.

9. Audit Support: Coordinate with external auditors during financial audits and provide necessary documentation.

10. Financial Analysis: Analyze financial data to identify trends, variances, and opportunities for improvement within the retail operations.

#### Qualifications:

- Bachelor's degree in Accounting, Finance, or a related field.
- Proven experience in accounting, preferably in a retail environment.
- Strong knowledge of retail accounting principles, inventory management, and cost control.
- Proficiency in accounting software (e.g., QuickBooks, Xero) and MS Office Suite (especially Excel).
- Excellent analytical and problem-solving skills.
- Strong attention to detail and accuracy.
- Ability to work independently and meet tight deadlines.

#### How to Apply:

Interested candidates should submit their resume and cover letter to [L.recruiter@fmragency.com](mailto:L.recruiter@fmragency.com).

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# Corporate Legal Advisor Position in Lekki Phase 1

**Job Title:** Corporate Legal Advisor

**Location:** Lekki Phase 1, Lagos

**Salary:** ₦200,000 – ₦250,000 (Monthly Gross)

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

## Join a Leading Microfinance Bank as a Corporate Legal Advisor!

A Microfinance Bank located in Lekki Phase 1 is looking for an experienced **Corporate Legal Advisor** to provide legal expertise and ensure the bank complies with all regulatory requirements. This role will involve advising executives on legal matters, drafting and revising legal documents, and ensuring the company's operations adhere to relevant laws.

### Key Responsibilities:

- Draft and revise various legal documents, ensuring accuracy and compliance.
- Assist in coordinating statutory and quarterly board meetings.
- Provide advice on corporate governance, administrative issues, and related matters.
- Negotiate and draft contracts to support business operations.

### Qualifications:

- Undergraduate degree from a recognized law school.
- Must be a licensed attorney with the legal right to practice.

### **How to Apply:**

Interested and qualified candidates should send their CV to [dayspringconsulting2022@gmail.com](mailto:dayspringconsulting2022@gmail.com) using the job title "Corporate Legal Advisor" as the subject of the email.

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# **Risk and Compliance Manager Needed at a Microfinance Bank in Lekki – ₦400K-₦450K Salary**

**Job Title:** Risk and Compliance Manager

**Location:** Lekki Phase 1, Lagos

**Salary:** ₦400,000 – ₦450,000 (Monthly Gross)

**Employment Type:** Full-Time

## **Join a Leading Microfinance Bank as a Risk and Compliance Manager!**

A Microfinance Bank based in Lekki Phase 1 is seeking an experienced **Risk and Compliance Manager** to oversee and implement risk management strategies while ensuring compliance with regulatory policies. This is an exciting opportunity for individuals with a strong background in risk management and compliance within the financial services industry.

### **Key Responsibilities:**

- Oversee and enforce the bank's risk management policies.
- Develop and implement effective risk management strategies.
- Ensure staff compliance with KYC (Know Your Customer), AML (Anti-Money Laundering), and CTF (Counter-Terrorist Financing) policies.

- Establish systems to manage, monitor, and control credit, market, and operational risks within the bank.

#### **Qualifications:**

- A minimum degree in **Finance, Law, Accounting, Economics, or Business Administration.**
- A solid background in law will be an added advantage.
- At least 4 years of experience in **risk management, internal control, or audit** within the financial services sector.

#### **How to Apply:**

Interested and qualified candidates should send their CV to [dayspringconsulting2022@gmail.com](mailto:dayspringconsulting2022@gmail.com) using the job title "Risk and Compliance Manager" as the subject of the email.

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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](mailto: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.

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# **Unlock New Income: Teach English to Japanese Learners on Native Camp (No Degree Needed!)**

Are you looking to kick-start a part-time online English teaching career to earn extra dollars? If yes, Native Camp

offers a fantastic platform to connect with students in Japan, Korea, and other Asian countries, providing you with flexibility and a diverse range of teaching opportunities. Whether you want a side hustle or a full-time gig, Native Camp could be the perfect fit for you.

## Why Work with Native Camp?

### Flexible Work Schedule

- Work from Anywhere.
- Choose Your Hours

### No Degree Required

- No formal teaching degree or TEFL certificate needed.

### Variety of Lessons

- **Engage in Diverse Lessons:** Offer free conversation or structured textbook lessons to keep teaching interesting.

### Global Student Base

- **Connect Worldwide:** Teach students from Japan and beyond, broadening your cultural and professional horizons.

## How to Get Started with Native Camp



Getting started with Native Camp is straightforward and quick. Here's a step-by-step guide:

### 1. Register & Apply

- **Sign Up:** Visit the [Native Camp website](#) and fill out a

basic application form.

## 2. English Proficiency Test

- **Multiple-Choice Test:** Assess your grammar and basic English skills through a short test.

## 3. System Check

- **Internet Speed & Communication:** A quick call to confirm your internet speed and communication abilities.

## 4. Demo Lesson (Optional)

- **Showcase Your Skills:** Prepare using provided sample lessons and conduct a 25-minute demo lesson (often waived for native speakers).

## 5. Introduction Video

- **Introduce Yourself:** Create a brief video or text introduction to attract your preferred student type, whether adults or children.

# Native Camp Payment Structure

## Sudden Lessons

- **Immediate Bookings:** Earn \$3-\$5 per 25-minute lesson for students who book on the spot.

## Booked Lessons

- **Scheduled Bookings:** Increase your earnings to \$8-\$10 per 25-minute lesson for lessons scheduled in advance.

## Average Earnings

- **Bi-Weekly Potential:** Consistent teaching and booked lessons can bring in \$800-\$1,000 bi-weekly.

## Tips for Maximizing Earnings

1. **Focus on Booked Lessons:** Aim for higher pay rates through pre-scheduled lessons.
2. **Maintain a High Rating:** Keep students engaged and satisfied to achieve a 5-star rating.
3. **Utilize the Native Camp App:** Manage your schedule and respond swiftly to bookings using the app.

## Final Remarks

Native Camp provides a flexible and accessible way to start your online English teaching journey. Whether you're looking to supplement your income or pursue teaching full-time, Native Camp offers a dynamic platform to achieve your goals. Ready to dive in? [Sign up today!](#)

*You may be interested in this post:*

[Earn in Dollars: Top 7 Websites for Lucrative Remote Work](#)

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# Earn in Dollars: Top 7 Websites for Lucrative Remote Work

A new world order has indeed emerged, fundamentally reshaping the landscape of work and our means of livelihood. Phrases like “hybrid” and “remote work” have become ubiquitous among employers, recruiters, and employees. The adoption of remote work is steadily growing, offering flexibility, freedom and competitive salaries in robust currencies such as Euros, British Pounds, and USD.

It’s natural to aspire to a better income and a lifestyle characterized by freedom and flexibility. The type of work we engage-in often dictates the level of fulfilment we experience. With this in mind, we have meticulously curated a selection of top websites where you can discover and apply for your ideal job—one that aligns with your desire for autonomy, flexibility, and enhanced earning potential:

## **1. RemoteOK: Your One-Stop Remote Job Shop**

Boasting over 600,000 listings, RemoteOK reigns supreme as the king of remote job boards. This platform empowers you to “work from anywhere,” providing a vast pool of opportunities across diverse industries.

## **2. Wellfound: Connecting Startups and Talent**

Bridge the gap between innovative startups and skilled professionals with Wellfound. Explore a treasure trove of over 130,000 tech jobs from a staggering 27,000 companies.

### **3. FlexJobs: Remote Work Reinvented**

FlexJobs offers a curated selection of remote opportunities, catering to both local and global job seekers. Dive into their extensive database featuring over 53,000 listings from a multitude of companies (over 5,000!).

### **4. Remotive: Remote Tech Nirvana**

Tech gurus, rejoice! Remotive curates a haven for remote tech positions, featuring over 30,000 listings exclusively from vetted tech companies.

### **5. Job Hunnt: Your AI-Powered Job Search Ally**

Supercharge your job search with Job Hunnt's cutting-edge AI technology. This platform offers an AI-powered job application assistant and resume builder to land that dream role faster.

### **6. AI Jobs: Ascend to the Top of the AI Field**

Calling all AI specialists! AI Jobs connects you with the top 1% of AI companies offering coveted full-time remote positions.

### **7. We Work Remotely: Explore, Secure, and Work Remotely**

Since 2013, We Work Remotely has been one of the best places to list and find remote jobs. Her mission is to enable flexible, meaningful work.

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These platforms provide invaluable resources to support your

quest for a fulfilling career that enables you to live life on your terms. In today's landscape, numerous opportunities abound; all it requires is a commitment to continuous learning, personal development, and leveraging remote job platforms to achieve the freedom you desire. It's crucial to remember that crafting a compelling resume and cover letter, specifically tailored to remote positions, is essential. Strategic networking and harnessing the power of these platforms will help you secure the ideal high-paying remote job that aligns with your passions.

[Learn how to turn your resume into a powerful interview magnet](#)

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## Turn Your CV / Resume into a Powerful Interview Magnet

In today's competitive job market, a strong and powerful cv/resume is essential. It's more than just a list of past jobs; it's a powerful marketing tool that showcases your skills and experience to potential employers. A well-crafted resume can grab attention in applicant tracking systems (ATS) and convince recruiters and hiring managers you're the perfect fit.

### What Makes a Resume Stand Out?

A compelling resume achieves two key goals:

- **Triggers Interview Interest:** Entices hiring managers to schedule an interview and learn more about your potential contributions to their team.
- **Highlights Your Qualifications:** Clearly demonstrates your skills and achievements relevant to the specific

job you're applying for.

## Key Components of a Powerful Resume:

- **Clear Contact Information:** Make it easy for employers to reach you. Include your name, phone number, professional email address, and city.
- **Compelling Career Summary:** Tailor a brief statement summarizing your strengths and career goals for each position you apply for.
- **Targeted Work History:** Focus on achievements and results, using strong action verbs to quantify your impact.
- **Relevant Education:** Showcase your academic background and any certifications that enhance your qualifications.
- **Professional Trainings / Affiliations:** Include your continuous professional development training, memberships or associations that demonstrate your commitment to your field.

## Finally..

Don't underestimate the power of your resume! Take the time to tailor it to each specific job application, highlighting relevant skills and experiences. Proofread meticulously to ensure a professional presentation. By investing in a strong resume, you'll be well on your way to landing that dream interview and securing your ideal career opportunity.

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You may be interested in this article:

[Conquer Your Interview: What to Expect and How to Shine](#)



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# **Conquer Your Interview: What to Expect and How to Shine**

## **Overview**

Knowing what to expect in an interview can be the difference between landing your dream job and striking out. Here's a breakdown of the common stages of an interview and how to prepare for them:

## **Introductions and Making a Strong First Impression**

First impressions matter! Interviews often begin with introductions. Be polite, confident, and make eye contact with everyone you meet.

## **Talking About Yourself: Keep it Relevant**

You might be offered the chance to introduce yourself. Focus on your professional background and skills relevant to the job description. Briefly mention achievements that showcase your strengths, but avoid lengthy personal stories.

## **Demonstrating Your Knowledge of the Company**

Show genuine interest in the company by researching them beforehand. This could involve browsing their website, reading news articles, or checking their social media. When asked "Why do you want to work for us?" you can confidently explain what excites you about the company and the role.

## **Turning Your Weaknesses into Strengths**

Everyone has weaknesses, and interviewers know that. The dreaded “weakness” question is more about how you handle challenges. Be honest about a weakness, but focus on how you’re actively improving it. For example, “I sometimes struggle with time management, so I use to-do lists and scheduling tools to stay organized.”

## **Highlighting Your Strengths: Match Them to the Job**

This is your chance to shine! Prepare examples of your skills and experiences that directly align with the job requirements. Use the STAR method (Situation, Task, Action, Result) to structure your answers and showcase the positive impact you’ve made in previous roles.