

Admin Officer Needed-Lugbe, Abuja.

Description

Molly Distinct Consult is looking for a Admin Officer to join this vibrant, happy and successful school in Lugbe, Abuja.

About the school

The school is a citadel of academics and moral excellence where their students' best is their focus. They have a Faculty filled with high calibre staff, relentless in their effort and teamwork to inspire new heights always. The school is situated in Lugbe, Abuja.

It's easily accessible by bus or cab. The Principal is keen to recruit a Professional Admin Officer team in September , 2024.

Responsibilities

Job Description/Role

Organize, maintain and manage class systems in proper working condition.

Teach students and learners to use computers and also introduce them to various rudiment of data processing and .

Design and develop appropriate computer instructional material.

Manage and monitor student behavior.

Initiate and implement systems, procedures and other student management issues.

Develop and implement lesson plans and classroom activities in consistent with the student management issues.

Conduct group training sessions.

Determine and troubleshoot technology services for staff.

Coordinate and collaborate with lead teacher, principal and instructional coaches.

Integrate special lesson plans with core academic curriculum.

Qualifications

JOB REQUIREMENTS

B.Ed or B.Sc qualification in Computer/ICT or related field.

Hiring organization

Molly Distinct Consult Jobs

Employment Type

Full-time

Beginning of employment

September 2024

Job Location

Lugbe, 102311, Lugbe, Abuja, Nigeria

Base Salary

100,000

Date posted

July 11, 2024

TRCN Certification would be an added advantage.

Job Benefits

By joining this school as a professional Admin Officer, they can offer you:

A competitive salary

A supportive team of teachers, support staff and senior leaders

Excellent school facilities

Opportunities for CPD

A hard working but welcoming working environment.

Contacts

By registering with Molly Distinct Consult, we can offer you:

We attract top education talent and in return offer attractive salary.

Great referral scheme.

Full interview preparation and assistance – so you're fully prepped and confident, increasing your chances of success

Help with lesson planning – our support doesn't stop once we've secured you a placement

Free social and networking events to get to know your peers and consultants

Job Type: Full-time

Pay: From ₦100,000.00 per month

Ability to commute/relocate:

Abuja: Reliably commute or planning to relocate before starting work (Required)

Application Question(s):

What's your discipline?

Do you live within Lugbe or Environ?

Education:

Undergraduate (Preferred)

Experience:

Admin Officer: 3 years (Preferred)

Expected Start Date: 08/07/2024