

Admin Officer Needed-Satellite Town, Lagos

Description

Molly Distinct Consult is looking for a School Administration Officer to join this vibrant, happy and successful school in Satellite Town, Lagos.

Responsibilities

To provide administrative support in order to meet the needs of the school, playing an active role in the smooth running of the school office.

To provide administrative, clerical and financial support within the school, which necessitates acting on own initiative within the broad outlines and guidance of the headteachers.

To act as a focal point for all enquiries and visitors to the school.

Qualifications

Strong interpersonal and customer service skills with the ability to work with difficult people;

Proficient IT skills with experience in using Word, Excel and other online applications.

Good organizational and time management skills with the ability to work under pressure.

Reliability; initiative and problem-solving skills;

Self-motivated and able to work in a collaborative team environment;

Relevant experiences in schools is preferred but not essential.

Job Benefits

By joining this school as a School Administration 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.

Hiring organization

Molly Distinct Consult Jobs

Employment Type

Full-time

Beginning of employment

September 2024

Job Location

Satellite Town, 101241, Satellite Town, Lagos State, Nigeria

Base Salary

120,000

Date posted

July 27, 2024

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 ₦120,000.00 per month

Application Question(s):

Are you tech savvy?

Do you live within Satellite Town, Lagos?

Education:

Undergraduate (Preferred)

Experience:

admin: 5 years (Preferred)

Expected Start Date: 02/08/2024