



## Innovation & Technology Centre

(Behind College of Health Technology, Zawan Opp. Star Time Primary School, Anguldi)  
Email: [contactus@dedcentre.com](mailto:contactus@dedcentre.com); [www.dedcentre.com](http://www.dedcentre.com). 08112317024 P.O.Box 406, Bukuru Plateau State.

### WE ARE HIRING

afrikom Innovation & Technology Centre is a Human Resource Development & Services centre, it offer enriching learning experience by using Information Technology (IT) as a hub to economic innovation that provides opportunity for individuals to develop their potentials.

**The Centre is looking for a suitable candidate to fill the vacancy below:**

#### Assistant Manager:

An Assistant Manager generally helps the Manager keep the centre running smoothly by taking on some managerial tasks, such as overseeing the activities in the centre or providing customer service. The main responsibility of an Assistant Manager is to act in the absence of the manager.

#### Main Responsibilities:

- Promoting the centre services to the general public
- Maintaining cash register by performing accurate calculations
- Writing reports and creating an inventory of all operations in the centre
- Involve in the day-to-day supervision of staff of the centre
- Assist the Manager in creating ideas for the growth of the centre

#### Required Qualifications:

- High school Diploma or NCE
- Very good command (spoken and written) of English
- Computer literacy
- Driving licence and any vocational skills are added advantage

#### Personal Attributes:

- Rigorous, methodical and accurate
- High organizational skills
- Honesty & integrity
- Able to cope with stressful situations
- Knowledge of finance and customer service functions.
- Knowledge of inventory management
- Possess ability to multi-task
- Understand team-building concepts and techniques
- Decision-making capability

#### How to apply:

- Send Curriculum vitae, cover letter and contact details of three referees to [contactus@dedcentre.com](mailto:contactus@dedcentre.com).
- Clearly indicate "AFRIKOM Assistant Manager" as the subject of your application.
- Vacancy opens until December 2019