

NEW VACANCY

Let's grow together, become our

KEY ACCOUNT MANAGER



Bachelor degree in Business, IT, Finance or other related fields.

Master degree is an added advantage.



A minimum of 5 years of experience working with corporates in the banking or telecommunications industries.



CORE RESPONSIBILITIES

- Assessment of market conditions within the digital payments space and discernment of opportunities for corporate solution services and products sale.
- Development of account level sales initiatives for review and approval by senior management.
- Development and growth of new corporate accounts.
- Achievement of targeted sales and revenue monthly plan for new and existing accounts.
- Leadership and day-to-day management of sales processes, proposals, forecasting, CRM updating, pipeline management, and customer engagements.
- Ensuring highest and continuously improving levels of customer and partners satisfaction.
- Establishes productive, professional relationships with key personnel in assigned clients' accounts.
- External business forecasting and business planning with key Accounts through cross selling of new solutions.
- Provision of various reports for the purposes of commercial decision making.

CORE COMPETENCIES

- Excellent sales presentation and stakeholder engagement skills.
- Experience in Business development and corporate relationship management.
- Exceptional analytical, conceptual, and problem-solving abilities.
- Ability to conceive or understand business ideas/concepts and translate them into business value.

"We are committed to equal employment opportunities and unbiased treatment of all individuals in all employment practices". Only shortlisted applicants will be contacted".

If this description corresponds to you, grow with us by applying before **October 20, 2024**.

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PERSONAL ASSISTANT



Bachelor degree in Business Administration.



A minimum of 2 years of experience in office administration or office clerk roles.



CORE RESPONSIBILITIES

- Provide comprehensive professional support service to the CO: HTMLS.
- Liaise key business partners and facilitate communications as directed by CO: HTMLS.
- Assist in the requisition of travel advance and retirement of funds for the CO: HTMLS and the management team.
- Attend incoming business phone calls/emails and resolve inquiries whilst adhering to company policies and procedures.
- Coordinate all local and International travel arrangements for all group staff visiting HTMLS including booking accommodations, arranging point-to-point transportation and coordination of daily itinerary.
- Act as main administrative point of contact both internally and externally for the CO:HTMLS.
- Create, maintain and update trip files for all CO: HTMLS travel and events.
- End to end organization of corporate events such as dinner parties, advisory board meetings and other departmental events.

CORE COMPETENCIES

- Ability to multitask and work with minimal supervision.
- Attentive to details.
- Good communication skills, both verbal and written.
- Good organisational skills particularly diary management and scheduling.

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HR BUSINESS PARTNER



Bachelor degree in Human Resource Management.

An MBA or relevant human resources certifications are an added advantage.



A minimum of 8 years of experience in Human Resource management with atleast 3 as an HR subject matter expert.



CORE RESPONSIBILITIES

- Identify core organizational competencies and individual capability requirements.
- Embed the recruitment, selection, and promotion methods to hire, orient and assimilate the desired talent.
- Install career development and employee assistance practices that assist employees in managing their own career.
- Install performance management systems that attune individual and team behavior with strategic direction, core values and organizational competencies.
- Contribute to the creation of recognition systems that reinforce strategic direction, core values and organizational competencies.
- Embed learning and intellectual capital quickly across the organization by all employees.
- Provide feedback on HR measurements and drive the attainment of various HR KPIs within the business.
- Understand, develop and maintain strategic alliances and networks including outsourcing.
- Contribute continuously in the improvement of HR processes and systems.

CORE COMPETENCIES

- Extensive leadership and successful HR experience in a variety of disciplines, especially employee engagement, recruitment, and compensation & benefits.
- Proven ability to work collaboratively and build positive & effective business partnerships.
- Proven ability to successfully manage change and deal with ambiguous situations.
- Proven ability to interact with all levels of an organization.

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