

Vacancy Announcement!!!

We are a reputable consulting firm that engages in business process re-engineering, HR, Outsourcing, Capacity Building, Training and Recruitment. Our client is seeking to hire the services of young, dynamic, competent, articulate, resourceful, innovative, and team players to fill the following vacant positions:

1) Finance and Account Manager (Ref: FAM012024)

The ideal candidate **MUST** possess a minimum of 5 years working experience, hold a degree in Finance, Accounting, Business Administration, or its equivalent. The ideal candidate should have excellent interpersonal relationship, good written and communication skill, proficiency in the use and application of accounting software and Microsoft tools. Additional qualification of any Accounting professional certification is an added advantage together with the ability to drive a motor vehicle.

2) Administrative Manager (Ref: AM012024)

The ideal candidate **MUST** possess a minimum of 5 years working experience, good written and communication skill, good inter-personal relationship, customer centric, team player, proficiency in the use and application of computer system, good knowledge of Microsoft environment and tools, excellent track record of managing administrative functions effectively. The ideal candidate **MUST** possess a minimum qualification of B.Sc. in Business Administration, Public Administration, Computer Science, Office Management or its equivalent. In addition, the candidate should be proactive, be innovative, have good eyes for details. **This job position places more preferences for female candidates.**

3) Office Support/Assistant (Ref: OSA012024)

The candidate **MUST** possess a minimum of Secondary School Certificate. However, a candidate with National Diploma in any relevant course will be considered. The candidate should have good working knowledge of office and its environment, ensure cleanliness and hygiene of office environment, at least 5 years of working experience, proficient in the use of computer system, excellent organizational skill and a smart attitude to work.

If you meet the above criteria and are interested in any of these positions, please send your resume and a cover letter to hr@knightconsulting.biz OR info@knightconsulting.biz. Kindly quote the specific position reference number on the subject line. **The deadline for this application is on the 15th of February 2024 by 5:00PM.**