

VACANCY - NYSC
Administrative officer

Alliance Française de Lagos is looking for a highly organised and detail-oriented Administrative Officer to keep its downtown office running smoothly and efficiently.

MISSIONS

- Welcome visitors / clients in English / local language / French
- Inform and respond to customers / clients on all types of questions and services offered by Alliance Française de Lagos
- Ensuring the proper functioning of the reception (maintenance of workstation, etc.)
- Register student in the software according to the criteria and the number of learners set
- Control the distribution of students in each group
- Update the database created (shared Google Drive documents)
- Receive payments and send receipts to registrants
- Be aware of Alliance Française's publication and presence on social networks

EXPERIENCE & SKILLS

- B2 level in French language is required
- Mastering office software (Word, Excel, Course Software)
- Excellent verbal and written communication skills
- Ability to multi-task, prioritize, and manage time effectively
- Ability to work independently
- Ability to stay calm when customers are stressed or upset

QUALITIES

Confidentiality / Flexibility / Spirit of initiative / Attention to details / Teamwork

Application deadline: May 26, 2022.

Interested candidates should apply by submitting their CV and application letter to:
lagos@afnigeria.org

Stipend: N60,000

NB / Please note that only shortlisted candidates will be contacted.