

Friday July 22, 2011

We are a fast growing organisation with specialization in Pension Fund Administration. Due to our rapid expansion, we are seeking smart, intelligent and dedicated individuals to join our team

ROLE: HEAD OF OPERATIONS
To assist the COO in ensuring a smooth run of the Company's Operation
Responsibilities <ul style="list-style-type: none">• Ensuring strict compliance with laid down rules so as to reduce error and fraud to its barest minimum.• Reporting and making recommendation to management on observations in the course of review.• Introduce checks and balances into processes such that all routines are confirmed to be accurate and complete;• Ensuring spot check on operational Activities so as to ensure strict compliance with company's manual or policies.• Prepare quarterly analysis reports which benchmark our operations performance against industry and expected standards• Advise on and implement "best industry practice" in terms of service delivery;• Establishing systems, structures and procedures for the effective running of the company's operations.• Coordinate and handle various projects as may be identified and assigned from time to time
PERSON SPECIFICATION <ul style="list-style-type: none">• B. Sc/HND in any Social Science, Management Science.• ACA, ACCA and other relevant professional qualification is required.• Minimum of 10 years relevant experience• Proficient in MS Office packages (specifically Excel),Power-point presentations• Excellent time management• Good communication and writing skills• Excellent problem solving & decision making skills• Excellent Analytical and Report writing skills• Excellent people management skills• Excellent Supervisory Skills• Wide and Diverse Knowledge in Operations
COMPETENCY PROFILE <ul style="list-style-type: none">• Sharp eyes for details• Results Oriented• Firm• Leadership• Planning and Organising

- Team Spirit

If you meet the above specification, please send an updated CV to the advertiser's email at Hr-recruitment@leadway-pensure.com within two weeks of this publication.

Note that only candidates who meet these requirements will be shortlisted.