

Thursday July 28, 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

ROLES: CUSTOMER SERVICE
To ensure customers' satisfaction and compliance with statutory contribution
REQUIREMENTS
<ul style="list-style-type: none">• B. Sc/HND in any Social Science, Management Science. .• 7 to 10 years experience in Customer Service Department of any reputable organisation• Proficient in MS Office packages (specifically Excel),Power-point presentations• Excellent time management• Excellent People Management skills• Good communication and writing skills• Excellent problem solving & decision making skills• Excellent Analytical skills• Excellent Conflict Resolution Skills
COMPETENCY PROFILE
<ul style="list-style-type: none">• Detail oriented• Results Oriented• Firm• 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.