|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job Title** | | | **Employee** | | **Job Grade** | | |  | |
| **Business Unit** | | | Company ltd | | **Department** | | | Business | |
| **Job Type** | | | Permanent | | **Location** | | | Lagos | |
| **Objective/**  **Purpose of Job** | | | Perform duties | | | | | | |
| **REPORTING RELATIONSHIPS** | | | | | | | | | |
| **Reports to** | | | Shanti | | **Supervises** | | | N/A | |
| **JOB DUTIES / RESPONSIBILITIES / ACCOUNTABILITIES** | | | | | | | | | |
| **Internally Relates with** | | | ALL | | **Externally Relates with** | | | N/A | |
| **Budgetary Responsibility** | | | N/A | | | | | | |
| **Duties & Responsibilities** | | | | | | | | | |
| * Run business * Be kind * Be courteous | | | | | | | | | |
| * **Education/Knowledge, Skills, Attributes, Experience & Other Requirements** | | | | | | | | | |
| Minimum Qualification   * Graduation / HND * 2 Years of Experience in Stores | | | | | | | | | |
| **KEY PERFORMANCE INDICATORS** | | | | | | | | | |
| **Financial Targets** |  | | | | | | | | |
| **Operational Targets** |  | | | | | | | | |
| **PHYSICAL REQUIREMENTS** | | | | | | | | | |
| **Location** | | Office Based | | | | Field Based | | | |
| **Travel** | | None | | 0% - 30% | | 31% - 60% | | | 61% - 100% |
| **Shift/Rotation** | | No Shift | | | | | | | |
| **Work Cycle/Days** | | Mon – Fri | | | | | | | |
| **FOR OFFICIAL USE ONLY** | | | | | | | | | |
| **Head of Department** | | | | **HR Department** | | | | | |
| Name | | | Praise youland | Name | | | Port Ricca | | |
| Signature & Date | | |  | Signature & Date | | |  | | |