

VACANCIES!!!

We need diligent and experienced hands to fill the following positions:

1. **Tally Clerks**
2. **Plant Operators**
3. **Senior HSE Officer**
4. **HR Officer**
5. **Industrial Electrician**

1. TALLY CLERKS

JOB SUMMARY: The successful candidates will be solely responsible for examining, counting and recording both incoming and outgoing cargoes from the terminal and also calculating the storage, damage, shipping and receiving fees.

EDUCATION & EXPERIENCE

- A minimum of OND/NCE in Statistics/Accounting/Business/Management studies preferably or a similar discipline.
- A minimum of 2 years working experience in **Cargo Tally Operations** or any other relevant similar role.

REQUIRED SKILLS

- Physically fit, energetic to lift, stretch or stand for long and no phobia for height.
- Detail oriented with sound mathematical/numerical aptitude to process large numbers of daily cargoes.
- Basic knowledge of port operations, understanding port safety regulations and procedures.
- Understand commonly used hand signs to communicate without radio system.
- Basic knowledge of written and spoken English.
- Proficient in MS excel and MS words.
- Ability to work well individually and in a team.

2. PLANT OPERATORS

JOB SUMMARY: The successful candidates will be solely responsible for loading and unloading of all kinds of cargoes like trucks metal coils, paper rims, etc. Also, Plant Operators will work at the quayside, warehouse, stacking areas, inside the hatch or delivery sites.

EDUCATION & EXPERIENCE

- A minimum of SSCE certificate.
- At least 4 years hands on different duty machines.
- City & Guild, Trade Test, Craft Certificate is compulsory.
- Tech college and apprenticeship certificate is an added advantage.

REQUIRED SKILLS

- Knowledge of machines and tools including their designs, uses, repair and maintenance.
- Ability to maneuver forklift skillfully without a pallet.
- Ability to handle light and heavy lifting with ease.
- Knowledge about related equipment and their maintenance.
- Knowledge of all safety measures to be taken during the forklift operation.
- Basic documentation skills.

3. SENIOR HSE OFFICER

JOB SUMMARY: The Senior Health, Safety & Environment Officer participates in the design, implementation and maintenance of health, safety and environmental (HSE) programs and associated quality assurance policies and regulations.

EDUCATION & EXPERIENCE

- BSc/HND in Environmental Science, Engineering or Equivalent.
- NEBOSH/IOSH/OSHA certifications
- Must be an ISPON/IOSH member.
- A minimum of 5 years post qualification as a HSE personnel.

REQUIRED SKILLS

- Computer Proficient in the use of MS Office tools.
- Must be self-driven and portray professional and technical expertise.
- Effective listening and communication skills.
- Strong negotiating and influencing skills.
- Ability to critically think and analyze situations
- Team work and relationship building

4. HR. OFFICER

JOB SUMMARY: The successful candidate will assist the HR Manager in planning, developing and implementing strategies for HR Departments.

EDUCATION & EXPERIENCE

- A minimum of BSc/HND Industrial Relations, Business Administration or any similar Social Science discipline.
- A minimum of 4 years working experience as a **HR Officer** or similar relevant role.
- Must have least one (1) of CIPM, SHRM, NIM, CIPD or NITAD certification.
- Experience in Industrial relations practice is an added advantage.

REQUIRED SKILLS

- Must be able to communicate effectively (oral and written) with excellent interpersonal skills.
- Good administrative skills (planning, implementing, multitasking).
- Proficient in the use of MS Office Suites (words, excel, power-point) etc.
- Analytical mindset and good problem-solving skills.
- Ability to negotiate and influence.
- Must be diligent and able to work under pressure in meeting set timelines.
- Must be a team player and more importantly self-driven.

5. INDUSTRIAL ELECTRICIAN

JOB SUMMARY: The successful candidates will be solely responsible for operating various electronic and electrical machineries and also carry out repairs and maintenance as well as installation of same machineries as required for operations.

EDUCATION & EXPERIENCE

- OND in Electrical/Electronic Engineering.
- Trade test III, II, I
- C&G in Electrical/Electronic Engineering
- A minimum of 2 years post qualification relevant experience.
- COREN certification is an added advantage.

REQUIRED SKILLS

- Ability to work with electric motors
- Understand PLC controls.
- Ability to use measuring devices.
- Ability to read and understand electrical drawings.
- Basic knowledge of written and spoken English.
- Ability to think critically, schedule, balance priorities and meet deadlines.
- Ability to work well individually and in a team

METHOD OF APPLICATION

Interested candidates are required to send their applications and curriculum vitae in PDF format as an attachment using the **JOB TITLE** as the subject of the mail to:

recruitment@jps.ng

Please note that only shortlisted candidates will be contacted for interview.

**Application Closes
8th October, 2021**