



INTERNATIONAL INSTITUTE OF TROPICAL AGRICULTURE (IITA)
JOB OPENING ANNOUNCEMENT

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| Ref:IITA-HR-NRS2018-003 | Position: <ul style="list-style-type: none">• Ticketing and Administrative Assistant |
| Location: Lagos (IGH) | Recruitment Type: National (3-year renewable contract) |
| Date Posted: 13 th February 2018 | Closing Date: 27 th February 2018 |

The International Institute of Tropical Agriculture seeks suitable Nigerian for the position below at the Institute's guesthouse in Lagos:

Position: Ticketing/Administrative Assistant

DUTIES

Successful candidate will among other things perform the following duties:

- Handle air tickets and reservations for clients;
- Give advice on the best and most economical reservation options;
- Ensure prompt and excellent customer service to IITA travelers;
- Liaise with corporate airlines and travel partners for issuance of tickets;
- Perform all necessary administrative formalities;
- Prepare weekly accounts report in absence of the administrative officer;
- Perform any other duties that maybe assigned by supervisor.

QUALIFICATION:

OND in any related discipline with air travel certification and training. He/she must possess a minimum of three (3) years' related experience in a structured work environment.

COMPETENCIES:

- Be proficiency in use of GDS, especially on Amadeus, Galileo and Sabre.

REMUNERATION:

We offer highly competitive salary with equally attractive benefits and excellent working conditions in a pleasant campus environment.

METHOD OF APPLICATION:

Interested applicants should complete the online application attaching detailed cover letter and curriculum vitae saved with their names in Microsoft word format to IITA website:

<http://www.iita.org/about/jobs/> no later than Two Weeks from the date of this publication. The application must include the names and e-mail addresses of three professional referees which must include the applicant's current or previous direct Supervisor, professional colleague and evidence of current remuneration package.

IITA is an equal opportunity employer and particularly welcomes applications from female candidates.