



**INTERNATIONAL INSTITUTE OF TROPICAL AGRICULTURE (IITA)  
SHORT-TERM CONTRACT VACANCY ADVERTISEMENT**

Ref: STS2023-003	<b>Position:</b>
	<ul style="list-style-type: none"><li>• <b>Store Attendant</b></li></ul>
Location: Ibadan	Recruitment Type: STS- National (6-months renewable contract)
Date Posted: 30 January 2023	Closing Date: 6 February 2023

The International Institute of Tropical Agriculture seeks suitable applicants for the position below at the Institute's Headquarter in Ibadan:

**Position: Store Attendant**

**Duration: 6 months' renewable**

**Location: Ibadan**

**DUTIES:**

- Identify customer needs and make provisions for them.
- Maintain general cleanliness of the shop and ensure that items are presented in an appealing manner.
- Raise requisition to replenish the shop with new items.
- Display Merchandise/items received from the main stores on the shelves in a well-organized manner.
- Assist customers in locating the items needed as they may be required.
- Advice customers when the need arises for item usage if they are not familiar with them.
- Assist customers in packing their goods up to the exit point or even to the car park.
- General control of inventory.
- Ensure compliance with general procedures of shop management.
- General safety and security of the shop must be given high priority.
- Perform home delivery service using motorbike.
- Warm welcome to customers and engage in conversation that will help to promote the sales and trust of the customers.
- Perform any other job-related task as may be assigned by the Supervisor.

**QUALIFICATION:**

O'level with a minimum of two (2) years' experience performing a similar role in a well-structured environment.

**COMPETENCIES:**

The ideal candidate must:

- Have good communication skills (writing, reading, and speaking).
- Have ability to use basic Microsoft software (word, excel, PowerPoint).
- Have ability to use Oracle Application.
- Have good interpersonal skills.

**METHOD OF APPLICATION:**

Interested applicants should complete the online application by attaching a detailed cover letter and curriculum vitae saved with their names in Microsoft word format to IITA website: <http://jobs.iita.org/erecruit> no later than One Week 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 is committed to building a diverse workforce, particularly welcoming applications from women. While all applications will be acknowledged, please note that only shortlisted candidates will be contacted.***