

Job Application form

Job Advert

A growing commodity broking company is looking for two young (30 years or below), ambitious and dynamic members to join the team.

Accounts and Administration

Education:

- Accounting qualification from a recognized institution
- Project Management Professional (PMP) is an added advantage

Requirements:

- Strong commercial character and client oriented
- Good negotiating and interpersonal skills
- Confident personality, with capacity to make professional presentation
- Rigorous and systematic with ability to manage several customers or sales processes simultaneously
- Punctual, time sensitive and ability to respect due dates
- Ability to use basic Microsoft word and advanced excel
- Ability to use and or develop basic accounting systems
- Class 4 driver's license

Project Manager

Education:

- Bachelor/ honors Degree in any field of study
- Project Management Professional (PMP) is a must
- Knowledge of graphic designing/ basic programming is desirable

Requirements:

- Ability to inspire, lead and motivate teams
- Strong commercial character and client oriented
- Good negotiating and interpersonal skills
- Confident personality, with capacity to make professional presentation
- Rigorous and systematic with ability to manage several projects simultaneously
- Punctual, time sensitive and ability to respect due dates
- Should be under 30 years of age and possess a class 4 driver's license

Interested candidates must complete the application form, attach their CV and send to eulonezw@gmail.com on or before 21 February 2022 with a reference of the job applied for.

Job Application form

Personal Details

Full name of applicant:

Date of Birth: Sex (Male/Female)

Phone number: Email Address:

Are you a holder of Project Management Professional (PMP)? Yes No

Are you a holder of a clean class 4 driver's license? Yes No

Education / Qualifications

1. Program

Name of Institution Date of completion

2. Program

Name of Institution Date of completion

3. Program

Name of Institution Date of completion

Work History

Company 1

Duties and responsibilities: I.....

II..... III.....

Date started Date ended

Company 2

Duties and responsibilities: I.....

II..... III.....

Date started Date ended

Traceable references

1. Name of referee:

Your interaction with the referee: Date

Contact number Email Address

2. Name of referee:

Your interaction with the referee: Date

Contact number Email Address

3. Name of referee:

Your interaction with the referee: Date

Contact number Email Address

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