

THE BEST FOR THE BEST

Our client is a key player in the Print Media Industry and is seeking to hire well qualified and tested professionals to fill the following vacant positions. Each position offers a challenging career for people who love to be challenged. If you are the best then let us put you to the test.

Vacancies exist for the following positions:

Chief Operating officer (Ref: AHL/PC/001)

Senior Accountant (Ref: AHL/PC/002)

Advert/Business Development Manager (Ref: AHL/PC/003)

Advert/Business Development Executives (Ref: AHL/PC/004)

Editor (Ref: AHL/PC/005)

Deputy Editor, Asst Editors and Chief Sub Editor (Business, Politics & News).

(Ref: AHL/PC/006)

Head, Graphics & Graphic artistes (Ref: AHL/PC/007)

Production Editor (Ref: AHL/PC/008)

Senior Correspondents, Correspondents & Reporters (Ref: AHL/PC/009)

Method of Application

Please forward your application and curriculum vitae (both electronic and hard copies in MS Word format) within two weeks of this advertisement to:

Abraham Holmes Limited 3rd Floor, God's Grace Plaza, 63 Allen Avenue, Ikeja, Lagos or P.O. Box 8880, Ikeja Lagos and email

recruitment@abrahamholmes.com or advertiser@abrahamholmes.com

Indicate position and reference number on the top right of the envelope and subject title for email.

Chief Operating officer (Ref: AHL/PC/001)

Job Summary

The Chief Operating Officer is responsible for the performance of the company as dictated by the overall strategy agreed by the board. Incumbent will be responsible for managing all aspects of the company including revenue generation, editorial and general management of the business. Incumbent reports to the CEO/ Editor-in-Chief.

Job/Person Specification

- Must have the capacity to function as the CEO/Editor-in-Chief.
- Must have at least 3 years experience in general management capacity
- Must possess strong background in General Management, Business Development etc
- Must possess strong knowledge and experience in the print media industry
- Passionate and self driven
- Not less than 7 years experience
- Should not be more than 40 years
- At least a bachelors degree in relevant fields
- Strong personality/aura. Must be charismatic
- Strong Decision making ability and must not be risk averse

Senior Accountant (Ref: AHL/PC/002)

Job Summary

The Senior Accountant will perform general accounting and financial reporting and management for the company. Incumbent shall be responsible for payroll administration, liquidity management, management reporting and all financing activities. Incumbent reports to the COO.

Job/ Person Specification

- At least 6 years experience in finance and accounting function
- Must have not less than 2 years experience as a senior accountant.
- Experience with a print media or any related organization is a plus.
- Must have the ability to analyze financial data and prepare financial reports, statements, and projections.
- Should not be more than 40years of age
- Relevant professional qualification is a strong advantage
- Must possess good interpersonal skills and management skills

Advert/Business Development Manager (Ref: AHL/PC/003)

Job Summary

Incumbent shall be responsible for the coordination of the entire activities of the publication, design an effective and winning marketing strategy. He/she shall supervise and motivate staff in the advert/marketing department, monitor sales and advise the company on performance of the company and the general marketing trend. Incumbent reports to the COO

Job/Person Specification

- At least BSc/HND in equivalent fields
- Must have a minimum of 5–7 years relevant experience preferably in media. Strong knowledge of the mass media industry is required
- Should not be more than 40years of age
- Must be self–driven, passionate, result–oriented
- Must have good dress sense
- Excellent communication and interpersonal skills
- Strong initiative and decision making abilities
- Must be a good team player with ability to motivate others
- Must have high network/contact and possess strong networking abilities
- Experience with a print media or any related organization is a plus.
- Strong personality/aura. Must be charismatic
- Must have intense revenue generation ability.

Advert/Business Development Executives (Ref: AHL/PC/004)

Job summary

The Advert Executive will work with the Advert Manager to develop new business opportunity, prepare proposals and quotation for the placement of adverts in the publication, and negotiate and win contracts. Incumbent reports to the Advert Manager

Job/ Person specification

- BSC/HND Mass communication or English or Social Science.
- Persuasive, confident, passionate and result oriented.
- Not less than 3 years experience in relevant field. Strong knowledge of the mass media industry is required
- Excellent diplomacy skills in managing internal and external stakeholders.
- Must be computer literate, have good presentation and must be innovative
- High network/contact.
- Good communication, customer service and writing skills
- Self-motivated and adaptable to be able to work with minimal supervision.
- Not more than 32years of age

Editor (Ref: AHL/PC/005)

Job summary

Responsible for the planning, writing, final editing and layout of the publication. Confers with editorial team and heads of production, advertising, graphics and circulation departments to develop editorial and operating procedures and negotiate decisions affecting the publication and company at large. Appoint editorial heads and team and has overall responsibility for editorial teams and contents of the publication.

Job/Person Specification

- Degree in Journalism, Mass communication or in other relevant field.
- MBA or relevant professional qualification is an added advantage.
- Not less 7 years work experience.
- Must have high network/contact and possess strong networking abilities
- Strong personality/aura. Must be charismatic
- Excellent interpersonal and communication skills
- Good Dress sense
- Should not be more than 35years of age
- Excellent writing skills.
- Must have strong decision making ability and must not be risk averse
- Excellent command of English.
- Ability to motivate people.
- Ability to work without supervision.
- Ability to work under pressure.
- Must have eyes for details

**Deputy Editor, Asst Editors and Chief Sub Editor (Business, Politics & News).
(Ref: AHL/PC/006)**

Job Summary

Incumbents are responsible for the planning, writing and editing of news/contents for their various units.

Job/Person Specification

- BSC/HND Mass communication or any equivalent field.
- Not less than 5 years work experience.
- High Network/Contact
- Good writing skills.
- Good command of English.
- Ability to motivate people.
- Ability to work without supervision.
- Good interviewing skills.
- Must be a good proof reader.
- Ability to work under pressure.

Head, Graphics & Graphic artistes (Ref: AHL/PC/007)

Job Summary

Incumbent will be responsible for creating designs, concepts, and sample layouts based on knowledge of layout principles and esthetic design concepts. Draw and print charts, graphs, illustrations, and other artwork using computer.

Job/Person Specification

- Ability to use Corel draw and Photoshop effectively.
- Must be very creative and innovative.
- Ability to work without supervision.
- Ability to work under pressure.
- Minimum of 2 years work experience.
- Should be very versatile

Production Editor (Ref: AHL/PC/008)

Job Summary

Incumbent will be working directly with the editorial department. He/she will cover assignments approved by the editor for the uplifting of the publication and other responsibilities assigned to him by the management. Incumbent reports to the Editor.

Job/Person Specification

- Not less than 5 years work experience.
- Must be a good proof reader
- Good writing skills.
- Good command of English.
- Ability to motivate people.
- Ability to work without supervision.
- Good interviewing skills.
- Ability to work under pressure.

Senior Correspondents, Correspondents & Reporters (Ref: AHL/PC/009)

Job Summary

Collect and analyze facts about newsworthy events by interview, investigation and observation. Report and write stories for the publication.

Job/Person Specification

- BSC/HND Mass communication or English.
- 2–3 years working experience.
- Good writing skills.
- Good command of English.
- Being able to work with little or no supervision.
- Good interviewing skills.
- Ability to work under pressure.

Must have eyes for details