



**AIM AGRO**  
**Processing Company Limited**  
Feeding the Future, Feeding the Globe

RC:1863720

Job Title: Operations Officer

Company Name: Aim Agro Processing Company Limited

Location: Nigeria, Northeast, Bauchi State

Job Type: Full-time

### **About Us:**

AIM Agro Processing Company Limited is a diversified agro allied company with the aim of producing and processing high quality, hygiene and healthy agricultural produce as raw materials for industries and food for the nations as we prioritize global food security. Our team of agricultural expert saw the need for high-quality, hygiene and reliable source of agro-processing value-chain in Nigeria using the Africa grown local content to produce and process agricultural product to feed the globe and feed the future. We are committed to delivering exceptional customer experiences through innovative solutions and operational excellence. As we continue to grow, we are seeking a highly skilled and motivated Operations Officer to join our dynamic team.

### **Job Summary:**

As an Operations Officer, you will be responsible for overseeing and managing the day-to-day operations of our company and you will be supervising admin, finance, procurement, supply chain, and human resources in all our business sections. You will work closely with various departments to ensure smooth business processes and efficient resource allocation. Your role will be critical in maintaining excellent customer service, optimizing productivity, and enhancing overall operational efficiency.

### **Key Responsibilities:**

- i. Handle and supervise daily operational activities, including inventory management, procurement, distribution, and logistics.

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Ahmadu Bello Way, GRA,  
Bauchi, Bauchi State.

- ii. Develop and implement standard operating procedures (SOPs) to streamline operations and ensure compliance with company policies.
- iii. Monitor and analyse operational performance, identify areas for improvement, and implement effective solutions.
- iv. Collaborate with department heads to coordinate cross-functional activities and promote efficient communication and teamwork within the organization.
- v. Manage and oversee vendor relationships to ensure timely delivery of goods and services, negotiate contracts, and resolve any issues that may arise.
- vi. Evaluate and optimize operational costs, identify cost-saving opportunities, and make recommendations to senior management.
- vii. Identify key performance indicators (KPIs) and establish metrics to measure operational efficiency and track progress against organizational goals.
- viii. Conduct regular audits to assess compliance with established operational procedures and identify any potential risks or non-compliance issues.
- ix. Stay updated with industry trends, technological advancements, and best practices to enhance operational effectiveness and propose innovative ideas.
- x. Demonstrate adequate knowledge of procurement and supply-chain experience from inception to engaging vendors.

#### **Qualifications and Requirements:**

- Minimum HND/bachelor's degree in business administration, Operations Management, or a related field. Master's degree or MSc. in Operation and Process is an added advantage
- Any of the professional Membership (PM) certification preferably Project Management Professional (PMP), Chartered Institute of Project Managers (CIPMN), Nigeria Institute of Management (NIM), Chartered Institute of Leadership and governance (CILG), or any other relevant professional certification
- Minimum 4 years verifiable proven work experience as an Operations Officer or similar role.

- Strong knowledge of operational processes, supply chain management, and logistical aspects.
- Proficient in using computer software and Enterprise resources planning (ERP) systems for managing operations.
- Excellent analytical and problem-solving skills with the ability to make data-driven decisions.
- Exceptional organizational and multitasking abilities to handle multiple projects simultaneously.
- Strong leadership and interpersonal skills, with the ability to effectively communicate and collaborate with cross-functional teams.
- Proactive mindset with a continuous improvement-oriented approach.
- Attention to detail and ability to work in a fast-paced environment.

#### **Benefits:**

- Competitive salary package.
- Insurance cover and retirement benefits.
- Opportunities for career growth and professional development.
- A positive and inclusive work environment that values teamwork and creativity.

#### **How to Apply:**

If you have the requirement and passion for operations management, please send your **CV and a cover letter in pdf** outlining your experience and qualifications to [aimagrong@gmail.com](mailto:aimagrong@gmail.com) by COB on **22<sup>nd</sup> May 2024** Please mention "Application for Operations Officer " in the subject line. Only shortlisted candidates will be contacted for an interview.

Note: Aim Agro Processing Company Limited is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. **Women are strongly encouraged to apply.**