

WE ARE HIRING!

Company description:

KenstanTech Ltd is an indigenous and Innovative electrical and electronics solution provider company. We design, manufacture and market Solar Sinewave Inverter, Electronic Church Bell and provide Technical Training in the field of electronics. We are positioned to be a one-stop shop for all electrical and electronics related challenges; we solve problems using electronics.

Our vision is to build a world class one stop shop electrical and electronic designs and services company that would produce innovative products and services and provide solution to unsolved electrical and electronics challenges.

Products and Services Description:

- **Solar sinewave inverter**
- **Automatic power change over**
- **Electrical installation**
- **Electronics church bell**
- **Technical Training**
- **Customized electronic design services**

Kenstan tech is seeking to hire suitably qualified and passionate professionals to upturn our nation's technological space

1. Business Manager

Job Responsibilities:

- Supports and enhance company operations by maintaining office systems and supervising staff.
- communicating job expectations; planning, monitoring, appraising, reviewing job contributions enforcing policies and procedures
- Maintains office services by organizing office operations and procedures; preparing payroll; controlling correspondence; designing filing systems; assigning and monitoring clerical functions.
- Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement.
- Designs and implements office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments.
- Completes operational requirements by scheduling and assigning employees; following up on work results.
- Maintains office staff by recruiting, selecting, orienting, and training employees

- Maintains office staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
- Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.
- Keeps management informed by reviewing and analyzing special reports; summarizing information; identifying trends.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Contributes to team effort by accomplishing related results as needed.

Required Skills:

Supply Management, Informing Others, Tracking Budget Expenses, Delegation, Staffing, Managing Processes, Supervision, Developing Standards, Promoting Process Improvement, Inventory Control, Reporting Skills

Required Qualifications:

B.Sc, Hnd in related academic disciplines with minimum 3years work experience within related Industrial sector.

Must be productivity oriented and self motivated.

2. Technical officer 1

Job Responsibilities:

- Serves customers by installing and servicing company’s products and system.
- Serves existing customers by analyzing work orders; planning daily travel schedule; investigating complaints; conducting tests; resolving problems.
- Establishes service by studying system requirements; ordering and gathering components and parts; completing installation; performing acceptance tests.
- Maintains rapport with customers by examining complaints; identifying solutions; suggesting improved methods and techniques; recommending system improvements.
- Keeps personal equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs.
- Documents service and installation actions by completing forms, reports, logs, and records.
- Maintains customer confidence by keeping service information confidential.

- Updates job knowledge by participating in educational opportunities; reading professional publications.
- Accomplishes operations and organization mission by completing related results as needed.

Required Skills:

Electronics Troubleshooting, Electrical Installation, Analyzing Information, Client Relationships, Equipment Maintenance, Reporting Skills, Confidentiality, Quality Focus, Results Driven, Supply Management, Driving

Required Qualifications:

B.Sc, Hnd, OND, SSCE in related academic disciplines with minimum 3 years work experience within related Industrial sector.

Must be productivity oriented and self motivated.

3. Technical officer 2

Job Responsibilities:

- Engage in production and assemble line.
- Study, understand and construct circuit schematics.
- Assemble component on PCB and ensure proper soldering and testing of circuit board.
- Toughly test constructed circuit card and assemble for shipping
- Carry out troubleshooting and repair of customer electronics product.
- Maintains rapport with **Installation and Service Technician** by examining customer complaints and proffering solutions.
- Keep workshop well organized and tidy
- Keeps workshop equipment operating by following operating instructions; troubleshooting breakdowns, performing preventive maintenance.
- Documents production and repair actions by completing forms, reports, logs, and records.
- Updates job knowledge by participating in educational opportunities; reading professional publications.
- Accomplishes operations and organization mission by completing related results as needed.

Required Skills:

Schematics Design and Analysis using Protues, Electronics Troubleshooting, Analyzing Information ,equipment Maintenance, Reporting Skills, Confidentiality, Quality Focus, Results Driven, Supply Management, Informing Others

Required Qualifications:

B.Sc, Hnd, OND, SSCE in related academic disciplines with minimum of 3years work experience within related Industrial sector.

Must be productivity oriented and self motivated.

4. Marketing and Sales Manager

Job Responsibility:

- Achieves marketing and sales operational objectives by contributing marketing and sales information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change.
- Meets marketing and sales financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- analyzing trends and results; establishing pricing strategies; recommending selling prices; monitoring costs, competition, supply, and demand.
- Accomplishes marketing and sales objectives by planning, developing, implementing, and evaluating advertising, merchandising, and trade promotion programs; developing field sales action plans.
- Identifies marketing opportunities by identifying consumer requirements; defining market, competitor's share, and competitor's strengths and weaknesses; forecasting projected business; establishing targeted market share.
- Improves product marketability and profitability by researching, identifying, and capitalizing on market opportunities; improving product packaging; coordinating new product development.
- Sustains rapport with key customers by making periodic visits; exploring specific needs; anticipating new opportunities.
- Provides information by collecting, analyzing, and summarizing data and trends.
- Protects organization's value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Accomplishes marketing and organization mission by completing related results as needed.

Required Skills:

Digital marketing, Marketing Concepts, SEO, Niche Positioning, People Management, Sales Planning, Competitive Analysis, Understanding the Customer, Product Development, Client Relationships, Creative sales techniques.

Required Qualifications:

B.Sc, Hnd, OND in related academic disciplines with minimum of 3years work experience within related Industrial sector.

Must be productivity oriented and self motivated.

5. Office Secretary:

Enhances effectiveness by providing information management support.

Secretary Job Duties:

- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Organizes work by reading and routing correspondence; collecting information; initiating telecommunications.
- Maintains department schedule by maintaining calendars for department personnel; arranging meetings, conferences, teleconferences, and travel.
- Completes requests by greeting customers, in person or on the telephone; answering or referring inquiries.
- Maintains customer confidence and protects operations by keeping information confidential.
- Prepares reports by collecting information.
- Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Keeps equipment operational by following manufacturer instructions and established procedures.
- Secures information by completing database backups.
- Provides historical reference by utilizing filing and retrieval systems.
- Maintains technical knowledge by attending educational workshops; reading secretarial publications.
- Contributes to team effort by accomplishing related results as needed.

Secretary Skills and Qualifications:

Administrative Writing Skills, Reporting Skills, Supply Management, Scheduling, Microsoft Office Skills, Professionalism, Confidentiality, Organization, Travel Logistics, Typing, Verbal Communication

Required Qualifications:

B.Sc, Hnd, OND in related academic disciplines with minimum of 2years work experience within related Industrial sector.

6. Retail Salesperson

Serves customers by helping them select products.

Retail Salesperson Job Duties:

- Welcomes customers by greeting them; offering them assistance.
- Directs customers by escorting them to racks and counters; suggesting items.
- Advises customers by providing information on products.
- Helps customer make selections by building customer confidence; offering suggestions and opinions.
- Documents sale by creating or updating customer profile records.
- Processes payments by totaling purchases; processing checks, cash, and store or other credit cards.
- Keeps clientele informed by notifying them of preferred customer sales and future merchandise of potential interest.
- Contributes to team effort by accomplishing related results as needed.

Retail Salesperson Skills and Qualifications:

Listening, Customer Service, Meeting Sales Goals, Selling to Customer Needs, Product Knowledge, People Skills, Energy Level, Dependability, General Math Skills, Verbal Communication, Job Knowledge

OND, SSCE with minimum 2years work experience within related Industrial sector.

If you have the qualification and experience to fill any of the highlighted vacancies, then forward your cv, and cover letter to kenstandesign@gmail.com in pdf or ms word format

Application closes 21th July 2017.