

Office Manager

Salary Range: (2.5m - 3.0m) monthly

Working time: 48 hours

Location: Ikoyi, Lagos

Employment: Full-Time

Duties and Responsibilities

- Manage day-to-day office operations
- Coordinate company events including; working with internal and/or external teams and overseeing implementation of support logistics
- Manages coordination of onsite food service needs
- Responsible for office related purchasing, supplies stocking, finance processing, facility management and necessary internal approval process
- Assists new employees through the orientation process - including Facilities amenities, office set-up, and system overviews
- Ensures compliance with health and safety policies
- Liaise with property/landlord regarding overall maintenance and facilities

Desired Skills and Experience

- Minimum 2 years related office manager experience preferred.
- Associates Degree required, Bachelor's Degree Preferred.
- High ability to work independently and use appropriate discretionary judgment
- Strong professionalism and an energetic positive attitude
- Excellent customer service to all guests, employees and visitors
- Excellent attention to detail, accuracy, organization, time management and follow-up skills
- Driven self-starter, with a proactive approach to work. Handling emergent and unique issues without requiring specific direction
- Extremely organized - Uses resources effectively and efficiently; can orchestrate multiple activities at once to accomplish a goal
- Ability to learn quickly when facing new problems; relentless and versatile learner that is open to change.
- Ability to maintain confidentiality, follow compliance laws and regulations
- Proficient with Microsoft Office (Word, Excel, PowerPoint, Outlook) and basic office IT tasks (connecting to projector, starting audio and video conferencing, minor printer troubleshooting, etc.)

Human Resources Specialist

Salary Range: (3.0m - 3.5m) monthly

Working time: 48 hours

Location: Ikoyi, Lagos

Employment: Full-Time

Duties and Responsibilities

- Provide recruiting support to managers by posting jobs, preparing offer letters and processing background investigations, pre-employment drug testing as well as confirming completion of all pre-employment contingencies.
- Prepare and process new employee data using Costpoint, Silkroad and E-verify.
- Conduct New Hire Orientations
- Process changes to the employee's employment record in accordance to company guidelines.
- Routinely audit data accuracy and consistencies.
- Administer corporate policies.
- Research and respond to employee and manager's inquiries and provide instruction where needed.
- Maintain confidentiality and security of all records as required by the company policy and regulatory authorities.
- Coordinate with the Payroll Department regarding related employee payroll issues.
- Provide assistance with employee communication material.
- Processing vendor invoices.
- Provide backup support to other Human Resource Specialists and provide support to other HR staff members.
- Maintaining Employee files.

Desired Skills and Experience

- Two years prior Human Resource Specialist experience.
- Proficiency in all Microsoft Office applications, particularly Excel and Microsoft Word as well as other database software.
- Prior experience using Costpoint and/or Silkroad preferred.
- Possess solid inter-personal skills, attention to details and ability to Multi-task is required.
- Prior experience working in a medium size corporation (500 employees) preferred.
- Ability to maintain confidentiality, follow compliance laws and regulations
- Proficient with Microsoft Office (Word, Excel, PowerPoint, Outlook) and basic office IT tasks (connecting to projector, starting audio and video conferencing, minor printer troubleshooting, etc.)

Budget Manager

Salary Range: (3.0m - 4.0m) monthly

Working time: 48 hours

Location: Ikoyi, Lagos

Employment: Full-Time

Duties and Responsibilities

- Facilitate and serve as final checkpoint to ensure that client billings are accurate prior to issuance.
- Ensure all appropriate purchase orders and related billing coding numbers are accurate and received in a timely manner.
- Respond directly to clients regarding billing inquiries in order to resolve billing discrepancies and escalate internally/externally as needed.
- Comprehend client contracts in relation to billing provisions and terms
- Responsible for monthly/quarterly/yearly accrual process as dictated by client(s)
- Manage year-end closure process in collaboration with portfolio management and investment teams.
- Manage and facilitate flow of information for client audits.
- Analyze billing activity via ad hoc reports and explain variances between approved dollars and billing.
- Review media partner discrepancy reports as well as cash flow reports to ensure that vendor invoices are cleared timely and paid upon receipt of client funds.

Desired Skills and Experience

- Bachelor's degree in finance or accounting preferred
- 4+ years financial management and budget management experience.
- Must have prior client management experience
- The ideal candidate will have finance or accounting experience, a strong customer service orientation, with the ability to handle multiple projects and clients. Has great attention to detail and follow up. Ability to think ahead and ask questions.
- Must be a team player, be bright, a quick learner, and especially skilled with numbers and financial information.
- Must have the ability to handle multiple clients, projects, and deadlines and a high volume of financial transactions; possession of strong organizational and time-management skills, and the ability to understand and establish appropriate priorities

Contract Administrator

Salary Range: (1.0m - 1.5m) monthly

Working time: 48 hours

Location: Ikoyi, Lagos

Employment: Full-Time

Duties and Responsibilities

- Coordinates proposal approval process while ensuring compliance with Policies and Procedures for proposal activity.
- Negotiates contracts with proper coordination with management as required.
- Administers assigned contracts, monitoring compliance with contract requirements, resolving issues arising during performance, and addressing scope changes as needed to ensure appropriate contract value and funding.
- Support client management in analysis of business opportunities.
- Provide support regarding export licensing, intellectual property

Desired Skills and Experience

- Bachelor's degree in Business or related field
- 4 Years of experience in the contracts/legal field.
- Knowledge of contract administration both government and commercial
- Working knowledge of the concepts, theories, principles and practices that govern legal and financial transactions.
- Ability to analyze, interpret, and evaluate contractual agreements.
- Effective verbal and written communication skills.
- Comprehensive knowledge of Excel, Word, and ability to learn new systems easily.
- Ability to plan, organize and handle multiple demands effectively.
- Customer oriented

Client Relations Manager

Salary Range: (1.5m - 2.5m) monthly

Working time: 48 hours

Location: Ikoyi, Lagos

Employment: Full-Time

Duties and Responsibilities

- Promote client retention and identify opportunities to build existing relationships through exceptional customer service.
- Manage dashboards and work trays to ensure the desired customer service experience is continuously portrayed.
- Actively engage in strategized proactive outbound calling campaigns
- Offer recommendations for improvement in processes and procedures
- Perform other job related duties and special projects as assigned

Desired Skills and Experience

- Bachelor's Degree preferred
- Minimum of 2+ years of industry experience
- Exceptional customer service skills
- Strong organizational and problem solving skills, with the ability to track multiple tasks and issues, set goals and prioritize tasks in a fast paced environment
- Strong communication skills, both written and verbal
- Must be mature and dependable
- Strong knowledge of PC applications, primarily the Microsoft Office Suite
- Must be able to work both independently and with direction

Project Manager

Salary Range: (3.5m - 5.0m) monthly

Working time: 48 hours

Location: Ikoyi, Lagos

Employment: Full-Time

Duties and Responsibilities

- Coordinate, lead and deliver the engineering design for complex, multidiscipline projects.
- Manage the delivery of detailed design and construction deliverables from the design team.
- Plan and manage project work and resources.
- Successfully manage client expectations.
- Ensure that company quality policies and procedures are implemented on projects.
- Ensure the success of delivered designs within man-hour budgets, within schedule, meet client requirements, meet code requirements, and are practical for execution.
- Lead, develop and mentor staff.

Desired Skills and Experience

- Bachelor's Degree
- Project Management Professional (PMP) certification desired but not required.
- Minimum 4+ years professional experience and as a project manager.
- Self-motivating and self-organizing.
- Reliable, consistent and mature approach to work.
- Demonstrable ability to play a positive role in multi-discipline teams.
- Professional approach and demeanor.
- A strong ethical approach to safety, quality, environmental protection and business.
- A commitment to sustainable design.
- Demonstrated ability to communicate effectively with clients and peers at all levels, with good presentation skills.

Digital Marketing Manger

Salary Range: (3.5m - 5.0m) monthly

Working time: 48 hours

Location: Ikoyi, Lagos

Employment: Full-Time

Duties and Responsibilities

- Manage digital marketing efforts and department team.
- Manage the company's online presence through owned, paid, and earned media.
- Execute digital B2B marketing initiatives from the definition of objectives, target audiences, creative assets, timeline, tracking, ROI, optimization, and reporting.
- Lead the company's e-mail and social marketing efforts.
- Develop winning search engine strategies, both paid and organic.
- Analyze marketing data and traffic to measure results and identify improvements.
- Research, identify, and test new online marketing channels to drive traffic and revenue.

Desired Skills and Experience

- Proven work experience as a digital marketing strategist or digital marketing manager.
- Previous social media management experience (including tracking performance metrics).
- Demonstrable experience with SEO/SEM and CRM software.
- Experience implementing and optimizing Google AdWords campaigns.
- Solid knowledge of Web analytics tools like Google Analytics.
- Hands-on experience with online marketing tools and practices.
- Familiarity with Web design and HTML.
- Excellent verbal and written communication skills.
- Strong analytical and project management skills.
- BSc, degree in marketing, or other relevant field.

Accountant

Salary Range: (2.5m - 3.0m) monthly

Working time: 48 hours

Location: Ikoyi, Lagos

Employment: Full-Time

Duties and Responsibilities

- Overseeing the branch month-end closing, financial reporting and other accounting related duties which include all journal entries, profit and loss analysis, stock/inventory accounting and analysis, bank and accounts reconciliation as well
- Variance/shortage analysis.
- Maintenance of general ledgers as well as ensuring compliance with state and local tax matters and remittances.
- Enhancement of procedures and processes as well as leading continuous improvement in all areas of the branch's finance function.

Desired Skills and Experience

- 5 years' experience in a similar role preferably in a commercial environment.
- Must be a chartered accountant with a minimum of a B.Sc. or equivalent in Accounting or Finance.
- Must be conversant with the use of an ERP software and be proficient in the use of MS Office - Excel, Outlook etc.
- Must possess the ability to multi-task, work under pressure and meet month-end deadlines.
- Must possess strong oral and written communication skills and be able to effectively interact with the entire team.
- Preferably a female, the ideal candidate should be organized, accurate and detail-oriented. In addition, he/she must be trustworthy, accountable and a great team-player.

Receptionist

Salary Range: (750k - 1.0m) monthly

Working time: 48 hours

Location: Ikoyi, Lagos

Employment: Full-Time

Duties and Responsibilities

- Answer telephone, screen and direct calls.
- Provide information to callers.
- Cleaning of the office and providing requisite clerical support.
- Direct persons to correct destination
- Deal with queries from the public and customers.
- Ensure knowledge of staff movement in and out of organization
- Prepare correspondence and documents.
- Maintain appointment diary either manually or electronically.
- Organize conference and meeting room bookings.
- Assist in coordinating meetings.
- Control inventory relevant to reception area.
- Tidy and maintain reception area.

Desired Skills and Experience

- Minimum of Ordinary National Diploma (OND) with the ability to read, write and speak English Language fluently.
- Computer literate;
- Good communication skills with a pleasant disposition

Systems Administrator

Salary Range: (3.5m - 5.0m) monthly

Working time: 48 hours

Location: Ikoyi, Lagos

Employment: Full-Time

Duties and Responsibilities

- Administrator of AIX/Linux servers.
- Design and implement system resource plans for upcoming applications.
- Produce metric reports and capacity planning reports as needed to support the Unix environments.
- Secondary administer of various Red hat servers in the environment.
- Assist in planning/implementing installation and Disaster Recovery for hosted applications.
- Ensure all Unix/Linux based servers are adhering to change control and standard policies.
- Working with customers both internal and external to troubleshoot incidents.
- Maintaining documentation regarding the Unix/Linux environments.
- On call 24/7 x 365 for emergencies and a shift based monitoring schedule.
- Ensure all Unix/Linux boxes are working optimally and in a state of stability to deliver round the clock service.
- Participating in disaster recovery tests and planning.
- Partnering with peers and management to make informed strategic/big-picture decisions as regards storage and server infrastructure.
- Performing standard Storage system administration responsibilities.
- Perform pro-active support functions and reporting to maintain the integrity of the enterprise equipment and infrastructure.
- Contributes to the design and support of enterprise SAN and backup systems including technical architecture, stability, and platforms.
- As needed, contribute to the design, implementation and maintenance of storage and backup for Mainframe, Unix, Linux, VMWare, and Wintel Servers.

Desired Skills and Experience

- Good Degree in sciences.
- Diploma in Data processing.
- IT programming experience will be beneficial.
- Knowledge/Technical Skills/Expertise.
- Must be service oriented.
- Relationship Management.
- Good logic and problem solving skills.
- Good knowledge on ITIL processes.
- Issues Management.

Telecommunications Specialist

Salary Range: (3.5m - 5.0m) monthly

Working time: 48 hours

Location: Ikoyi, Lagos

Employment: Full-Time

Duties and Responsibilities

- Experience in running large scale IP/MPLS network
- Experience in UNIX scripting
- Experience with TCP, IP, SCTP, Diameter, GTP, RADIUS, routing protocols (BGP, OSPF, ISIS), 802.1P/Q VLAN tagging.
- Experience with troubleshooting network issues, network Sniffer tools,
- Strong analytical approach in resolving issues
- Good knowledge of Evolved Packet Core including HSS, MME, S/P-GW, PCRF, PCEF, SGSN, GGSN, HLR, Database
- Ability to implement industry standards and “best practices” relative to networking.
- Experience with researching, investigating, evaluating, and qualifying potential new equipment for network deployment.
- Proven problem-solving skills with experience and background in solving complex design, network, and circuit problems and issues.
- Good organizational and time management skills including the ability to organize, prioritize, and articulate job tasks and complete the tasks on time and on budget.
- A proven business sense with the ability to discern, evaluate, and articulate the cost trade-offs associated with various network and circuit implementations.
- Proven ability to engage with and communicate with customers, vendors, service providers, employees, and various business contacts in a professional and courteous manner.
- Experience on WiMAX/LTE technology will be an added advantage.

Desired Skills and Experience

- Bachelors/Master of Science, Computer Science or Telecommunications is desired.
- Work Experience: 2-4 years in telecom domain specially on 4G-LTE core network (MME, SGW, HSS etc.)
- Expert knowledge of mobile wireless networks; LTE - specifically MME, S/P GW, HSS and/or DRA
- Packet Network technologies/protocols including IPv4, IPv6, Ethernet, IS-IS, OSPF, MPLS, QOS, and SNMP.
- Voice Signaling Protocols like SS7 and SIP.
- Wireless and Transport Equipment including routers, switches, voice gateways, and SBCs
- Good understanding of telecom technologies like 4G-LTE, WiMAX or CDMA.

Technical Operations Officer

Salary Range: (2.5m - 3.5m) monthly

Working time: 48 hours

Location: Ikoyi, Lagos

Employment: Full-Time

Duties and Responsibilities

- Field technical support inquiries from customers.
- Complete analysis and present periodic reviews of operational performance.
- Provide detailed reviews of service disruptions, metrics, detailed prelaunch planning.
- Make recommendations to customers about how new offerings fit in their company architecture.
- Champion and advocate for customer requirements within the company (be their voice).
- Work with some of the leading technologists around the world.
- Work directly with the company engineers to ensure that customer issues are resolved as expediently as possible.

Desired Skills and Experience

- 4+ years progressive leadership experience within the information technology industry
- Bachelor's degree in Information Science / Information Technology, Computer Science, Engineering, Mathematics, Physics, or a related field, or equivalent work experience
- Experience with web services
- Computer Science or Math background highly desired; working knowledge of software development practices and technologies highly desired.
- Past experience as a systems administration, network engineer, or software development engineer
- Flexible work schedules (weekends and/or evenings when required)

Executive Assistant

Salary Range: (4.5m - 5.0m) monthly

Working time: 48 hours

Location: Ikoyi, Lagos

Employment: Full-Time

Duties and Responsibilities

- Appropriately screen and answer all telephone calls, take messages and respond to queries as appropriate
- Act as secretary and ensure effective and timely delivery of minutes and follow-up on meeting action items
- Ensuring effective preparation and timely arrival of executives at meetings and functions, proactively managing any diary conflict
- Managing administrative matters and following up on regional and country deliverables
- Responding to administrative queries on the executive's behalf
- Ensure logistics with respect to executive's activities, travel, coordination of administrative tasks, welfare, support tools, expense retirements, petty cash funding. etc.
- Keeping an updated clients list for Christmas gifts, birthday gifts etc.
- Ensuring that adequate records of all important visitors are kept.
- Organize events on behalf of the executive as required
- Know all relevant stakeholders and ensure executive's matrix partners/ guests are adequately taken care of on visits
- Be familiar with all the applicable company policies
- Ensure gratification forms are properly filled and submitted
- Ensure all confidential documents for shredding are immediately shredded.
- Ensure proper filling of documents (electronic and paper)
- Disclosure of information regarding the executive's office must be on a need to know basis

Desired Skills and Experience

- Minimum of first degree or its equivalent in numerate or semi-numerate disciplines such as Business Administration, Economics, Statistics, Secretariat Studies, Statistics, and Mathematics.
- Minimum of 2 years post qualification experience.
- Microsoft Office Suites (especially Word, Excel, Outlook and PowerPoint)
- Report Preparation

Electrical Engineer

Salary Range: (2.5m - 4.5m) monthly

Working time: 48 hours

Location: Ikoyi, Lagos

Employment: Full-Time

Duties and Responsibilities

- Care of the software and measuring devices (PLC, SCADA, visualization, PC) Perform general tasks of an electrician during operation.
- Planning of datacenter expansions.
- Responsibility for all electrical, instrumentation and automation of Datacenters.
- Technical guidance, training & support of maintenance personnel on site.
- Support of purchasing in the procurement of spare parts.
- Repair and maintenance of electrical installation and removal of system errors.
- Search, analysis and correction of errors occurring.
- Install, configure, and testing electronic devices, assemblies and functional testing.
- Optimization and implementation of the operational reliability of the system.
- Experience in dealing with SPS S7 and CCTV systems.

Desired Skills and Experience

- Engineering studies or training as a technician in electrical engineering or similar degree.
- At least 3-5 years of professional experience.
- Good computer skills (operating systems, MS Office) and experience with modern means of communication.
- Knowledge of work processes and equipment in hazardous datacenters.
- For teamwork and ability to work independently and commitment.
- Good English language skills.
- Profound knowledge PLC (Siemens S7) incl. Visualization and SCADA system.
- Experience in measuring and control technology, electric drives and their control as well as improper use of electrical equipment in an industrial environment.

Computer Hardware Engineer

Salary Range: (3.5m - 4.5m) monthly

Working time: 48 hours

Location: Ikoyi, Lagos

Employment: Full-Time

Duties and Responsibilities

- Maintain knowledge of computer engineering trends and new technology
- Analyze the test results and modify the design as needed
- Update existing computer equipment so that it will work with new software
- Design new computer hardware, creating blueprints of computer equipment to be built
- Test the completed models of the computer hardware they design
- Oversee the manufacturing process for computer hardware

Desired Skills and Experience

- At least Bachelor's Degree in Computer Engineering and 2 year tensed experience in computer engineering and IT works
- The ability to explain technical problems in everyday English
- Excellent customer service skills
- Organizational and time-management skills
- Hosting and installing new IT systems to meet security regulations
- Upgrading existing hardware, software and networks
- Documenting systems so others can provide ongoing support
- Setting up new PCs for people and training staff
- Carrying out on-site maintenance to prevent future problems

Software Engineer

Salary Range: (3.5m - 4.5m) monthly

Working time: 48 hours

Location: Ikoyi, Lagos

Employment: Full-Time

Duties and Responsibilities

- Design, build, and maintain APIs, Services, and Systems across NQLB's engineering teams
- Debug production issues across services and multiple levels of the stack
- Work with engineers across the company to build new features at large-scale
- Improve engineering standards, tooling, and processes
- Language requirements - PHP, Java

Desired Skills and Experience

- Building web applications professionally for 3+ years.
- Experience with functional or imperative programming languages (specifically PHP AND Java)
- Writing understandable, testable code with an eye towards maintainability.
- Explaining complex technical concepts to designers, support, and other engineers.
- Possession of computer science fundamentals: data structures, algorithms, programming languages, distributed systems, and information retrieval.

Office Assistant

Salary Range: (1.0m - 1.5m) monthly

Working time: 48 hours

Location: Ikoyi, Lagos

Employment: Full-Time

Duties and Responsibilities

- Performs clerical duties, including, but not limited to, mailing and filing correspondence, preparing payrolls, placing orders, and answering calls
- Interacts with clients, visitors, and vendors
- Sorts and distributes incoming mail
- Arranges meetings by reserving rooms and managing refreshments
- Types correspondence, meeting notes, and forms among other documents
- Photocopies, scans, and files appropriate documents
- Edits documents for accuracy

Desired Skills and Experience

- Minimum of SSCE
- Candidate must not Be More Than 28 Years old

Database Administrator

Salary Range: (4.5m - 5.0m) monthly

Working time: 48 hours

Location: Ikoyi, Lagos

Employment: Full-Time

Duties and Responsibilities

- Proactively monitor the critical database systems and ensure minimum downtime
- Maintenance and improvement of databases including installation, configuration, upgrade, patches and bug fixes
- Performance tuning, including database/query tuning and re-writing SQLs
- Database development including writing and reviewing stored procedures
- Plan and execute Backup and recovery including disaster recovery and replication
- Database refreshes, data masking and schema patches
- Develop and maintain database standards
- Handle problem escalation with vendors as appropriate
- Oversee database security
- Work as part of a team and provide 24x7 support with on-call rotation
- Provide support to Junior Database Administrator to resolve issue.
- Create knowledge base for DB Administrator on issue and resolution.
- Managing the Junior Database resource and assigning work.
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Desired Skills and Experience

- Bachelor's degree or above in Computer Science, Information Technology or related disciplines
- Mandatory to have Oracle /DB2 /SQL Server/My SQL & Unify Certification.
- Knowledge & Skills
- Knowledge in managing very large databases instances.
- Identifying and execute the RDMBS upgrade.
- Working knowledge in cluster and HA environment.
- Database hardening experience.
- Telecom domain knowledge will be an advantage.
- Experience with DB consolidation.
- Expert level skills in SQL & Shell scripting
- Exposure to Database Audit.

Full Stack Developer

Salary Range: (3.5m - 4.5m) monthly

Working time: 48 hours

Location: Ikoyi, Lagos

Employment: Full-Time

Duties and Responsibilities

- The Full Stack Developer is responsible for designing and implementing (back-end and front-end) websites and software applications for clients according to client's briefs or SLAs
- Develop new web pages, web and mobile based applications and reports as identified by clients and internal business partners using C#, PHP, Laravel, JAVA
- Perform complete testing of Web applications unit and system, engaging users as necessary
- Practical experience with HTML, JavaScript, CSS, XML, SQL
- Translate business requirements into technical requirements and solutions; obtaining system requirements from internal and external customers through verbal and written communications to identify customer's needs, requirements and issues, conducting surveys, site visits, business process descriptions, use cases, scenarios, task and workflow analysis
- Developing conceptual diagrams, wireframes, prototypes, and visual mockups; developing and maintaining detailed user-interface specifications.
- When required, prepare presentations for prospective clients and or merchants
- Deliver excellent client service to all stakeholders.

Desired Skills and Experience

- 2-4 + years of hands-on Coding and Software Design.
- Technical fluency.
- Project management and analytical skills.
- Track records of projects completed.
- Solid OOP and software design knowledge - you should know how to create software that's
- extensible, reusable and meets objectives.
- Proficient knowledge in Relational Database.
- Experience with API.
- Experience with PHP (Laravel 5 x, Codeigniter 3 x) frameworks, nodejs, HTML5 and the willingness to learn new technologies.
- Knowledge of (PWA) will be an added advantage.
- Mobile App Development with Andriod experience will also be an added advantage.

Mobile Developer

Salary Range: (2.5m - 3.5m) monthly

Working time: 48 hours

Location: Ikoyi, Lagos

Employment: Full-Time

Duties and Responsibilities

- Work with users/stakeholders to determine functional requirements and specifications.
- Design, develop, test, and deploy custom solutions
- Utilize industry standards to develop mobile solutions to support business operations and provide value to customer base.
- The Mobile Application Developer works to develop innovative mobile solutions using appropriate technologies.
- This developer will participate in enterprise development projects.
- Participate in requirements gathering sessions.

Desired Skills and Experience

- Worked on Social API integration, Core location APIs, Payment gateway integration, Google Maps, Web Views, and Push Notification Service.
- In App Purchase, Push Notification, Core Data, Storyboard, Auto-Layout, Adaptive Layout.
- Design Patterns such as Dependency Injection (DI) and Model-View-* (MVC/MVP/MVVM)
- 3+ years' experience developing systems using .NET, C#, ASP.NET
- 3+ years developing mobile applications (Android or iOS).
- 3+ years using Xamarin / Xamarin Forms / Ionic frameworks.
- Test Driven Development (TDD) and testing patterns.
- Ability to define technical design for mobile application eco system (enterprise integration working with REST services, Vendor Mobile APIS, Push notifications, etc.).
- Deep understanding of web services and integration with third-party systems.
- Strong oral and written communication skills.
- Ability to work both as part of a team and autonomously.
- Ability to code from technical specifications.
- Strong in the following technologies: ASP.Net (C#), MVC, Razor, HTML, CSS, WCF, CSS/Bootstrap, JavaScript/JavaScript Frameworks (jQuery and Knockout), HTML5, LINQ, AJAX, UI/UX Design, Entity Framework.

Social Media Manager

Salary Range: (2.5m - 3.5m) monthly

Working time: 48 hours

Location: Ikoyi, Lagos

Employment: Full-Time

Duties and Responsibilities

- Creates marketing and social media campaigns and strategies, including budget planning, content ideation, and implementation schedules
- Ensures brand consistency in marketing and social media messages by working with various company department members, including advertising, product development, and brand management
- Provides training and guidance to social media and marketing team members on social media implementation best practices and strategies
- Collects customer data and analyses interactions and visits, plus uses this information to create comprehensive reports and improve future marketing strategies and campaigns
- Reports progress to senior marketing management
- Grows and expands company social media presence into new social media platforms, plus increases presence on existing platforms including Facebook, LinkedIn, Twitter, YouTube, Google+ and Instagram
- Researches and monitors activity of company competitors
- Creates and distributes engaging written or graphic content in the form of e-newsletters, web page and blog content, or social media messages.

Desired Skills and Experience

- Degree in Communications or Marketing,
- One to Two Years of Experience with Social Media Management,
- Marketing Experience, Content Creation, Copywriting, Graphic Design, Web Design and Strategy,
- Data Collection and Analysis, Technology Skills,
- Strong Verbal and Written Communication Skills,
- Attention to Detail, Self-Motivated,
- Creative Problem-Solving Skills,
- Experience with Major Social Media Platforms.

Systems Engineer

Salary Range: (3.5m - 5.0m) monthly

Working time: 48 hours

Location: Ikoyi, Lagos

Employment: Full-Time

Duties and Responsibilities

- Installs, configures, monitors, and maintains data center and infrastructure design, physical hardware, server installations, clustering configurations, virtualization infrastructure.
- Provide systems and storage installation, tuning, backup, DR and support across production and pre-production environments in multiple physical locations
- Implement and maintain tools and processes for automating system administration, management, alerting, and monitoring to obtain complete and proactive view of systems and storage infrastructure.
- Maintenance of servers and storage infrastructure of our clients,
- Project work will include the planning and execution of server installations and migrations and the development and testing of disaster recovery capabilities
- Tuning, performance management and capacity planning for systems and server infrastructure.
- Maintain good working relationships with all service providers and OEMs to ensure that services received meet expected requirements of contract.

Desired Skills and Experience

- Minimum 5 years of hands-on Enterprise Server, Storage and converged infrastructure integration,
- Strong experience designing and maintaining server infrastructure in a large, distributed environment which cross multiple system platform
- Hands-on experience with VMware ESX, Hyper-V, Citrix Xen App or other virtualization technologies
- Solid knowledge of hardware platforms and configurations (HP, IBM, NetApp, Cisco, EMC, VCE) including physical installations
- Knowledge of TCP/IP, WINS, DNS, DHCP, SMTP, ICA, SMB, AD
- Strong analytical skills are essential to discovering system requirements and ensuring that the system meets the client's operational needs.
- SAN/NAS Configuration, Installation and Maintenance, EMC, IBM, NetAPP etc
- Strong Windows networking and troubleshooting skills
- Available and willing to respond to emergencies or cover on call responsibilities as needed
- BS/BA in Computer Science or related discipline or equivalent work experience

Software Developer

Salary Range: (3.5m - 4.5m) monthly

Working time: 48 hours

Location: Ikoyi, Lagos

Employment: Full-Time

Duties and Responsibilities

- The software developer will contribute to business growth.
- Generate ideas to improve system design or streamline product delivery, thereby enhancing customer satisfaction, sales and profits.
- Analyze information to determine, plan and recommend new programs is another way developers meet this objective.
- Ability to make good technical decisions that impact positively on adjacent systems or provide useful features.

Desired Skills and Experience

- PHP & MySQL Application Development Skill with hands-on experience
- CSS, JavaScript, HTML, JSON and Graphic Design Skill
- Knowledge of leading frontend frameworks (Bootstrap etc.)
- Database and Table Schema Design and Management
- Working knowledge of a Revision Control System (Git e.g.)
- Working knowledge of jQuery and related plugin integration
- Object Oriented Programming skill as related to PHP Programming
- Technical problem-solving skill is required
- Hands-on experience in programming is a must have skill
- Minimum of B.Sc. in Computer/Network Engineering
- 3-5 years' experience in a similar role
- Must possess basic IT knowledge and any other relevant certification
- Must be a great team player
- Can work under little or no supervision

User Interface Specialist

Salary Range: (2.5m - 3.5m) monthly

Working time: 48 hours

Location: Ikoyi, Lagos

Employment: Full-Time

Duties and Responsibilities

- Gather and evaluate user requirements in collaboration with product managers and engineers
- Illustrate design ideas using storyboards, process flows and sitemaps
- Design graphic user interface elements.
- Develop UI mockups and prototypes that clearly illustrate the look, feel and functionality of sites and apps.
- Create original graphic designs (e.g. images, sketches and tables)
- Prepare and present rough drafts to both internal and external teams and key stakeholders
- Identify and troubleshoot UX problems (e.g. flow, interaction and responsiveness)
- Adhere to style standards on fonts, colors, placements and imagery.

Desired Skills and Experience

- Proven work experience as a UI/UX Designer or similar field
- Portfolio of design projects
- Knowledge of prototyping tools (e.g. InVision)
- Up-to-date knowledge of design software like Bohemian Sketch, Adobe Illustrator and Photoshop
- Team spirit; strong communication skills to collaborate with various stakeholders
- Good time-management skills
- Good writing skills will be an added advantage

Data Center Support Specialist

Salary Range: (5.0m to 7.0m) monthly

Working time: 48 hours

Location: Ikoyi, Lagos

Employment: Full-Time

Duties and Responsibilities

- Coordinate a team of engineers and technicians in the development, consolidation, support of the facility's Data Center and remote computing facilities. Responsibilities may also extend to support of networking infrastructure technologies, engineers, and associated services
- Provide leadership and support for 24x7 Building Management Systems (BMS) and operational staff
- Ensure Right technical solutions are designed for customers working with Technical Sales, Product Specialist, DCSC & DC Ops teams
- Work with DC Service Delivery, Technical Sales, DC Operations team & DC Ops Specialist to ensure right technical solutions are designed for prospective customers
- Work with relevant stakeholders to ensure smooth customer on-boarding and hosting experience.
- Planning and oversight for all physical infrastructure activities affecting the datacenter and Cable Landing facilities including but not limited to power, cooling, security and fire systems.
- Ongoing technical and leadership support for activities involving Data Center services
- Responsible to Training, Development and Performance management and capacity planning of all operational and Data Centre support staff
- Ensure the development of (where and when necessary) operational processes & procedures for smooth running of the Facilities in line with best practice.
- Ensuring continuous improvement of operations processes and procedures, such that they are highly effective and applicable for relevant certifications and re-certification of the Data Centre. Communicate data center technology and strategy to all levels of the organization including business and technical partners.

Desired Skills and Experience

- A bachelor's Degree in Engineering, Computer Science or related field is required
- ITIL V3 Certification will be an added advantage
- 5-10 years' experience in Data Centre Business, 5 years of which must be in data Centre operations, in an open access/colocation environment
- Excellent IT Operations Process Management Knowledge
- Demonstrated experience with IT Operations related project implementation and management
- Demonstrated ability to develop and manage 24x7 Operations support teams

Maintenance Engineer

Salary Range: (2.5m - 3.5m) monthly

Working time: 48 hours

Location: Ikoyi, Lagos

Employment: Full-Time

Duties and Responsibilities

- Overall responsibility of maintenance turnover, cost and revenue objectives.
- Lead and organize the maintenance team to ensure service quality and customers satisfaction.
- Develop and implement initiatives to continually develop OTIS maintenance contracts.
- Responsible for the overall safety of maintenance activities, including staff, subcontractors and third parties.
- Handle customers complain and apply Kaizen's procedure to avoid repetition of mistakes when they occur.

Desired Skills and Experience

- B.Sc./HND in Mechanical/Electrical or Industrial Engineering.
- Post graduate degree in Business Management would be an added advantage
- 5-10 years post graduate relevant experience in service or solution delivery industry.
- Resilient and result oriented.

Network Engineer

Salary Range: (3.5m - 5.0m) monthly

Working time: 48 hours

Location: Ikoyi, Lagos

Employment: Full-Time

Duties and Responsibilities

- Establishing the networking environment by designing system configuration, directing system installation, defining, documenting and enforcing system standards;
- The design and implementation of new solutions and improving resilience of the current environment;
- Maximizing network performance by monitoring performance, troubleshooting network problems and outages, scheduling upgrades and collaborating with network architects on network optimization;
- Undertaking data network fault investigations in local and wide area environments, using information from multiple sources;
- Securing network systems by establishing and enforcing policies, and defining and monitoring access;

Desired Skills and Experience

- CCNA & other relevant professional degrees
- Impressive communications skills
- Minimum 2 years post-NYSC working experience
- Team player
- Passion
- Innovative
- Self-motivated
- Min /Upper credit degree
- LAN, WAN network troubleshooting & implementation experience

Cook

Salary Range: (500k - 1.0m) monthly

Working time: 48 hours

Location: Ikoyi, Lagos

Employment: Full-Time

Duties and Responsibilities

- Set up workstations with all needed ingredients and cooking equipment
- Prepare ingredients to use in cooking (chopping and peeling vegetables, cutting meat etc.
- Cook food in various utensils or grillers
- Serve employees different dishes daily

Desired Skills and Experience

- OND Catering and a minimum of three years cognate experience in a three star hotel for Nigerian / Continental cuisines.
- SSCE with not less than five years' experience in a three-star hotel for Nigerian/Continental cuisines.
- High level of personal hygiene and must be a learn player.

Brand Manager

Salary Range: (3.5m - 5.0m) monthly

Working time: 48 hours

Location: Ikoyi, Lagos

Employment: Full-Time

Duties and Responsibilities

- Assist in monitoring market developments, own and competitive brand/SKU performances and initiate activities/projects to ensure quality, profitability, brand equity and growth of net sales and market share.
- Also manage all below-the -line promotion activities and development of above-the -line campaigns.
- Assist in developing brand/product line-extensions from conception to market introduction with support with support activities.
- Brief and debrief agencies regarding creative proposals.
- Advertising & Promotion Budget Management

Desired Skills and Experience

- First degree in any discipline.
- Technical/functional Expertise
- Communication
- Planning & Organizing
- General business understanding

Sales Officer

Salary Range: (1.5m - 2.0m) monthly

Working time: 48 hours

Location: Ikoyi, Lagos

Employment: Full-Time

Duties and Responsibilities

- Drive sales as agreed by the management at a monthly/annual target.
- Involve fully in the visiting of sites and also taking of customers to sites.
- Ensure proper documentation of sales and marketing reports.
- Provide cooperate sales and marketing to organizations, firms, churches, government agencies and other related bodies as directed by the management.
- Contact prospective clients on new offers that directly match their interest.
- Drive direct sales to the company via marketing and also promoting the company's goals and objectives.
- Prepare proposals, letters, brochures, advertisement as it relates to the marketing and sales department.
- Develop new business relationships, generate and negotiate sales contracts to an agreed annual target.

Desired Skills and Experience

- A first Degree in any field
- A minimum of 3 years' experience in marketing and sales.
- Professional in dressing, have a good content development skill and ability to take proactive steps.
- Must have a personal network of contacts.
- Stylish in dressing.
- Ready to work under pressure, drive sales and meet weekly/monthly sales target.
- Strong leadership culture and deep sense of creativity.
- Team player and well as a team leader.
- Goal oriented and self-motivated.
- Proactive and diligent in service.

Offers open till 28th December 2017