



WE ARE HIRING!

The following 5 positions are currently available at Sweet Muzic Pro Audio:

1. Human Resource Manager

Job Summary:

Lead and direct the routine functions of the Human Resources (HR) department including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing company policies and practices.

Qualification:

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- A minimum of three years of human resource management experience preferred.
- SHRM-CP or SHRM-SCP highly desired.
- Strategy, analytical thinking and problem-solving skills.
- Strong leadership skills.
- Project management (AGILE).
- Change management.
- Talent Management.
- Organizational effectiveness & priority management.
- Ability to multitask.
- Entrepreneurial mindset.
- Good mastery of Office package (especially Excel) & technology oriented (digital & data analytics).

2. Store Manager (Tema)

Job Summary

Responsible for overseeing the daily operations of store, making sure it runs smoothly and effectively. Create strategies to reach all potential clients in the mapped area and beyond. Develop and implement strategies to get more clients, sales and contracts at the branch. Motivate sales teams, develop strategies to meet branch objectives etc.

Qualification:

- Bachelor's degree preferred
- A minimum of 3 years' experience working in a retail environment, ideally in a managerial role.
- Strong leadership and customer management abilities.



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- Customer service-oriented with in-depth knowledge of basic business management processes.
- Excellent communication and interpersonal skills.
- Good knowledge of Musical Instruments and PA Systems
- Instrumentalist / Sound Engineer a plus

3. Sales & Marketing Personnel (Accra & Tema)

Job Summary

Attend to walk-in and call-in clients. Close sales. Ensure clients have the right products and services. Profusely market brands and products in-person and through various social media. Identify new markets, clients, projects and customer leads within branch area and beyond. Get more clients and projects for branch.

Qualification:

- Bachelor's degree preferred
- Excellent customer service and negotiation skills
- A minimum of 3 years' experience working in a retail environment, ideally in a managerial role.
- Excellent communication and interpersonal skills.
- Attention to detail, multi-tasking and decision making skills
- Innovative and versatile in marketing approach
- Experience in developing and executing marketing plans
- Good knowledge of Musical Instruments and PA Systems
- Instrumentalist / Sound Engineer a plus

4. Front Office/Accounts Personnel (Tema)

Job Summary

Responsible for handling front office reception and administration duties – sale records, sales, marketing, attending to clients, answering phone calls, correspondence management, duty schedule management, filing and record keeping etc.

Qualification:



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- Lady preferred
- Minimum High School qualification
- Welcoming and receptive personality
- Proven experience as front desk rep or relevant previous position
- English proficiency (oral and written)
- Excellent knowledge of MS Office (especially Excel and Word)
- Strong communication and people skills
- Good organizational and multi-tasking abilities
- Problem-solving skills
- Customer service orientation
- Knowledge of Music/Musical instruments is a plus

5. Multimedia Manager (Graphics, Video & Web)

Job Summary

Think, create and design graphics for programs, magazines, website, signage etc.

Manage video productions, editing, livestreams

Manage Website Queries – orders, request for info etc

Qualifications

- Exceptional creativity and innovation
- Excellent time management and organisational skills
- Accuracy and attention to detail
- Work with little or no supervision
- An understanding of the latest trends and their role within a commercial environment
- Excellent knowledge of modern graphics design, video production and web design software
- Demonstrable experience from working in similar role previously.

Mode of Application

Send your CVs, cover letters and all relevant documents to sweetmuzicgh@gmail.com, stating your position of interest as the subject of the email.

Remunerations are attractive and negotiable

NB: Only Shortlisted applicants will be contacted!