

## **Title: iCafe Manager (2-positions)**

### **Job Purpose**

- ✓ To effectively manage the day-to-day activities of Allbright Innovative Café (iCafe) and Allbright ecommerce platform (Banjoo <https://banjoosuperstore.com> , <http://banjoomotors.com> and <http://banjooestates.com>;
- ✓ To provide proper daily revenue and operational reports;
- ✓ Ensure iCafe and Banjoo customers are served and well supported;

### **Core responsibilities**

- ✓ Manage the day-to-day activities of Allbright ecommerce and iCafe including daily reporting on revenue, operations and other event;
- ✓ Ensure customers and system users both walk-in and online are welcomed, helped and provided necessary assistance at all times;
- ✓ Make necessary recommendations on IT and other business relevant matters - for staff and users/customers, in a manner appropriate to their needs, skill and ability;
- ✓ Ensure all policies and procedures are adhered to;
- ✓ Ensure iCafe is kept clean, tidy, well organized for business at all times;
- ✓ Ensure iCafe ecommerce servers are operational and ready for business at all times;
- ✓ Plan and organize methods of evaluating iCafe overall operation for quality control, improvement and business development;
- ✓ Ensure all needed materials, resources (including; stationeries, parts) are negotiated, procure within the best interest of the company for smooth operations;
- ✓ Ensure iCafe generators are well maintain, fueled and on the stand-by at all times;
- ✓ Ensure all communications, messages from statutory bodies, city authorities are communicated to management/CEO as quickly as possible;
- ✓ Perform other duties as assigned by the CEO;

### **Required Qualifications and Competencies:**

- ✓ High school graduate (college student or college graduate is a plus);
- ✓ Must be computer literate (proficient in basic ICT environment);
- ✓ Must have had social media presence on Facebook for at least a year;
- ✓ Honest, intelligent and willing to learn;

Send all applications to [hr@allbright.com.lr](mailto:hr@allbright.com.lr) by close-of-business Feb 20, 2018. Please indicate in the subject line of the email: "iCafe Manager"