

Organization name: **SIAFA MEDIA STORE**

Deadline for Submission: **April 18, 2018**

Vacant positions:

CUSTOMER SERVICE OFFICER: Customer Service officer is to work as a go-between that connects guests and customers to sales teams and other departments and individuals within the firm. This position is responsible for managing the entire front desk and is the first point of interaction with customers including handling billing and job order management. That person is to take care of the customer's needs by providing and delivering professional, helpful, high quality service and assistance before, during, and after the customer's requirements are met

He or she must be able to communicate through both verbal and written forums. Must also be able to answer product and service questions; suggesting information about other products and services. Will be responsible to open and maintain customer accounts by recording account information.

GRAPHIC DESIGNER: The role entails the graphic execution of all traditional advertising & communication material. A designer is to create visual concepts, by hand or using computer software, to communicate ideas that inspire, inform, or captivate consumers. They develop the overall layout and production design for advertisements, brochures, magazines, and corporate reports. Website building and design as well as writing copy are all added advantages.

He or she must be highly skilled with a clean sophisticated aesthetic and pay strict attention to detail.

Requirements: 2-4 years' experience in design. Proficiency in MAC or PC, Adobe Creative Suite, HTML, Flash and CSS. Experience with designing in Photoshop, Corel Draw, and Illustrator. Must be proficient in the use of Microsoft Word, Excel and PowerPoint.

Interested candidates to upload their CV and credentials to info@siafagroupinc.com

Upon review and confirmation of references, we will inform shortlisted candidates for interviews.