

Title: Café attendant (4-positions)

Job Purpose

- To ensure Allbright iCafe users and customers are welcomed, helped and provided assistance at all time;
- To ensure Allbright ecommerce platform (Banjoo; <https://banjoosuperstore.com> , <http://banjoomotors.com> and <http://banjoostates.com> are functional at all times serving customers across Liberia;

Core responsibilities:

- To welcome all iCafe customers, assist them as needed - logging on, using new programs, gaming, e-mailing, sending or receiving fax, using cameras, taking orders via telephone etc;
- Monitor the appearance of the premises and ensure they are clean, tidy, well organized, and comfortable for customers;
- Ensure all online services are functional, operational and ready for business at all times;
- Publish daily sales alert via email and post advertisements on social media (facebook, instagram and, Tweeter, LinkedIn, etc);
- Manage products, adds, inventory etc on Banjoo eCommerce platform;
- Participate in training as they are scheduled;
- Contribute to the overall objectives of iCafe including suggesting better ways of new service deliveries, staff meetings, social media marketing, etc;
- Periodically log, report or submit difficult or challenging cases for technical solution and orientation for your technical growth;
- Maintain security, both in iCafe; making sure all assets are well protected and accounted for at all times;
- Willingness to work overtime and on Sunday's/holiday during emergencies and special events;
- Perform other duties and responsibilities as instructed by iCafe manager.

Required Qualifications and Competencies:

- ✓ High school graduate with basic computer knowledge;
- ✓ Must have had social media presence on Facebook for at least a year;
- ✓ Honest, intelligent and willing to learn;

Sand all applications to hr@allbright.com.lr by close-of-business Feb 20, 2018. Please indicate in the subject line of the email: "iCafe Attendant"