



BUILD-A-TECH
INCUBATOR & WORKSPACE
Building the technology of tomorrow to solve the challenges of today



JOB DESCRIPTION for **DIGITAL FABRICATION TECHNICIAN**

Build-a-Tech Incubator & Workspace is a hardware technology accelerator with a mission to equip start-ups with cutting-edge resources and custom-tailored mentorship. Build-a-Tech helps entrepreneurs design, build and manufacture products that address everyday quality-of-life issues. You will have the opportunity to work in a world-class workspace, interface with tech innovators as well as collaborate on a global scale. The details of the position are as follows.

BASIC JOB FUNCTION:

Maintain all equipment in the lab and ensure they are always in good working condition, supervise and provide assistance to the instructors and students, as required in the use of all equipment in the laboratory

CLASSIFICATION: Technical Personnel

JOB TYPE: On-Site / Full time

WORK HOURS: Monday to Friday | 09:00 AM to 05:00 PM
Saturday | 09:00 AM to 05:00 PM (1 per month)

SALARY: ₦70,000 to ₦100,000 Monthly
determined by relevant years of experience, qualifications and education

LOCATION: Uyo, Akwa Ibom

DUTIES & RESPONSIBILITIES:

1. Communicate and enforce computer laboratory policies to all laboratory users
2. Maintain security of the hardware and equipment in the lab
3. Troubleshooting equipment problems
4. Supervision of lab equipment and facilities
5. Keeping records of equipment and lab supplies
6. Perform equipment repairs or arrange for repairs to be complete

7. Responsible for the budget of the lab such as purchasing supplies and researching and purchasing replacement equipment
8. Provide assistance if any system or technical problems arise
9. Responsible for the cleanliness of the lab to ensure safety and proper working conditions for the lab users and proper maintenance of the computers
10. Perform other duties as assigned

REQUIRED SKILLS:

- Ability to instruct students and other lab users
- Excellent written and oral communication
- Excellent presentation skills
- Proficient in the use of PC/Mac, Google Workspace and business communication channels
- Excellent organisational skills with strong attention to detail
- Ability to multitask, prioritise, and manage time effectively

Optional:

- Knowledge of or ability to learn how to operate and maintain related equipment in the lab, such as 3D printers, CNC Machines, oscilloscopes, multimeters, power supplies, frequency generators, and spectrum/network analyzers, among others
- Knowledge of how to perform tests on systems and equipment to ensure that every component is working properly

EDUCATION:

Experience and proficiency in the above Duties & Responsibilities and Required Skills sections will be weighed above any educational qualifications. Applicants not possessing the above-listed degrees should not be discouraged from applying.

It is preferred that applicants possess a **Bachelor's Degree in Engineering, Design, Architecture, Information Systems, Environmental Science, Physics** or any Science related field.

TO APPLY:

Interested candidates fill out the Employment Application Form @ bat.ng/careers/apply and select the **DIGITAL FABRICATION ENGINEER** position.

Applications close on **11th JAN 2025** at 11:59 PM.

Additional enquiries should be directed to careers@buildatech.ng