



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



JOB DESCRIPTION FOR OPERATIONS COORDINATOR

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:

Support our day-to-day operations, Manage office tasks, coordinate schedules, and ensure smooth communication between departments. The ideal candidate thrives in a dynamic environment and excels at multitasking while maintaining a positive and professional demeanour.

CLASSIFICATION: Administrative 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:

- Serve as the first point of contact for inquiries, clients, and visitors.
- Manage calendars, appointments, and schedules for the team, ensuring efficiency in daily operations.
- Maintain and organise company records, files, and databases, ensuring confidentiality.
- Prepare and distribute correspondence, reports, and presentations as needed.
- Oversee office supplies inventory and place orders as necessary.
- Coordinate meetings, including booking venues, preparing agendas, and taking minutes/meeting notes.
- Handle basic bookkeeping tasks, such as invoicing, expense tracking, and budget monitoring.
- Provide administrative support to team members and leadership as required.

- Assist in onboarding new employees, including scheduling training and managing documentation.
- Ensure compliance with company policies and procedures.

REQUIRED SKILLS:

- Familiarity with project management tools (e.g., Jira).
- Basic understanding of bookkeeping or accounting principles.
- Experience in a technology or fabrication-focused company is a plus.

Qualifications:

- A Bachelor's degree or its equivalent
- Proven experience in an administrative or office management role.
- Proficiency in office software, including Google Workspace and Slack
- Excellent communication and interpersonal skills.
- Strong organisational and multitasking abilities.
- Ability to maintain discretion and handle sensitive information.
- Problem-solving mindset with a proactive approach to tasks.

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 a Science** or related field.

TO APPLY:

Interested candidates fill out the Employment Application Form @ bat.ng/careers/apply and select the **OPERATIONS COORDINATOR** position.

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

Additional enquiries should be directed to careers@buildatech.ng