



CODINEX COMPUTERS LTD

"Changing your World of Technology"

P.O Box 1339, Mbarara Web: www.codinex.co.ug

Dealers in:- Computer training, Systems development, Computer sales, Website designing and Hosting, Graphics designing, Networking, Circuit Technology

1. Marketing executives at Codinex(6 POSITIONS).

Job Title: Marketing Executive
Department: Marketing
Reporting to (Manager): Marketing Manager

Background.

Codinex computers Ltd is a global company that operates globally and based in western Uganda at the heart of mbarara city providing a number of ICT services which include software design and development, computer training , computer repair and maintenance and internet services that include web and email designing and hosting, bulk SMSes . With excellent record in ICT service provision Codinex has continued to excel and grow at a very fast rate providing more services to its esteemed customers and or potential clients from year to year.

Job Description.

Successful candidate shall be able to:

- A focussed, self-motivated marketer with creative flair who will bring ICT strategies to life.
- A highly effective individual who has an absolute eye for detail and is focussed on improving business performance through exceptional campaign execution, reporting and evaluation.

-Make sure that every client is well directed to the technical person responsible.

-Shall design suitable marketing and sales plans for available codinex products.

-Shall perform other duties other than sales as assigned by the Sales Manager.

-Attend to all incoming calls from clients and forward them to respected technical persons they are intended to.

-Shall be able to perform tasks as assigned from time to time as assigned by the senior administrative officer.

-Helping in organizing workshops and writing and designing any promotional materials and required.

Benefits of Working With Codinex Computers.

Codinex computers has a flat hierarchy where by all employees of the company enjoy similar benefits, and each player's opinion is highly respected.

An attractive package is offered including:

- Competitive Salary
- On job trainings in the ict field for all interested workers, seminars and workshops are often organized to equip workers with more knowledge in administrative, sales and ICT technical knowledge which can help one improve in their career.

Job Requirements.

Skills required.

-Should be a seller

-A minimum of a diploma in business or any related fields No degree required but this doesn't stop graduates from applying too.

-So qualifying candidates should have the following abilities strictly.

-Excellent interpersonal skills.

-Excellent communication skills

-Fluency in English, and Runyakitara (nyankore, kiga, Kinyarwanda, kitooro, kinyoro, rukonjo any two of the runyakitara languages are enough.....). Speaking Luganda, Kiswahili, and French will be an added advantage

-Fast paced and a critical thinker.

-Should be flexible and with the ability to take on tasks that come from time to time.

Ability to work under pressure, short deadlines and extra hours if needed on assignments

-Should have good judging abilities.

-Should have prior experience to interacting with middle class and lower class Ugandan based individuals.

-Should be willing to undergo our series of interviews both online and at codinex's head office in Mbarara.

- Should have organisational and mobilization skills.
 - Should be able to report to work immediately after offered the position.
 - Should be in position to travelling distances.
- At any time of the week apart from Sunday.

Computer skills required

- Good understanding of software and the importance of software and computing as a whole to mankind.
- Good typing skills.
- Excellent knowledge in Microsoft's word processor (ms word), spread sheets (ms excel), presentations (ms power point) and databases (access).(required)
- Well versed with the operation of social networks (social networks knowledge is a big advantage) e.g. Elitehive, facebook and twitter.(required).
- Knowledge in computer repair and maintenance, knowledge in system design and development is an added advantage and work done in these two fields is paid differently as will be agreed upon the contract agreement.(preferred).
- Knowledge in adobe illustrator, adobe Photoshop and page maker (preferred).
 - Experience with Email Marketing programs
 - Experience with Online Analytics (Google Analytics, Trends, Webmaster Tools, Website Optimizer, Keyword Tool, URL Builder) added advantage

2. Administrative assistant officer needed at codinex.

Job Requirements.

Skills required.

- -No degree required but this doesn't stop graduates from applying too.
- -So qualifying candidates should have the following abilities strictly.
- -excellent interpersonal skills.
- -Excellent communication skills
- -Fluency in English, and Runyakitara (nyankore, kiga, Kinyarwanda, kitooro, kinyoro, rukonjo ... any two.). Speaking Luganda, Kiswahili, and French will be an added advantage
- -Fast paced and joyous
- -Should be a lady and well disciplined.
- -Should be in position to work not less than 8 hours a day for 6 days a week.
- -Should be flexible and with the ability to take on tasks that come from time to time.
- -Should have good judging abilities.
- -should have prior experience to interacting with middle class and lower class Ugandan based individuals.
- -Should be willing to undergo our series of interviews both online and at codinex's head office in Mbarara.
- -Should have organisational and mobilization skills.-
- -Should be able to report to work immediately after offered the position.

Computer skills required

- -Good typing skills.
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- -Knowledge in computer repair and maintenance, knowledge in system design and development is an added advantage and work done in these two fields is paid differently as will be agreed upon the contract agreement.(preferred).
- -Knowledge in adobe illustrator, adobe Photoshop and page maker (preferred).

Other Requirements.

-Should be Ugandan citizen and staying in mbarara.

- -Should be willing to sign a contract of 3 months for the start and can renew it with a 6 months or one year commitment to the company's service.
- -Should have strong accounting backgrounds.

Applications:

CVs should be submitted by noon on Friday 25th April 2014

Other Requirements.

-Should be Ugandan citizen and staying in mbarara.

-Should be willing to sign a contract of 3 months for the start and can renew it with a 6 months or one year commitment to the company's service.

-Should have strong accounting backgrounds.

For Inquiries contact us

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