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SUCCESS TESTING SERVICES

Job Description

Accountant:

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing data base backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.
- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Ability to work under stressed environment, to meet deadlines and vigilant to pay of taxes in due course.

Salary: 25,000-30,000(**Project Based**)

Timing: 9 to 5 (8 Hours)

Assistant:

- Performs clerical duties, including, but not limited to, mailing and filing correspondence, preparing payrolls, placing orders, and answering calls
- Interacts with clients, visitors, and vendors
- Sorts and distributes incoming mail
- Arranges meetings by reserving rooms and managing refreshments
- Types correspondence, meeting notes, and forms among other documents
- Maintains accurate records and enters data
- Assists with organizing events when necessary
- Signs for delivered packages and distributes them to the appropriate recipient
- Maintains financial database records
- Maintains stock of supplies by anticipating work requirements, ordering supplies, and distributing supplies where necessary
- Answers customer questions and confirms customer orders
- Engages in educational opportunities as needed
- Performs additional duties when required, including drafting brochures and organizing the filing system
- Ability to work under stressed environment, to meet deadlines.

Salary: 20,000-25,000(**Project Based**)

Timing: 9 to 5 (8 Hours)

Coordinator:

- Provide professional office administration and management support to all office activities.
- Create a liaison between higher level management and delegate the responsibilities to lower staff.
- Establish and manage communication with corporate, market administration, clients, staff and management.
- Provide assistance to train and induct new staff for organization.
- Manage and monitor office functionaries such as personnel files, labor, accruals, payroll, accounts payable, processing of employee benefits and new employees.
- Administer and compile weekly and monthly performance data and statistical reports.
- Coordinate with Administrator and evaluate all office operations and provide support to create or modify procedures and policies.
- Organize and prioritize office tasks to fulfill all administrative requirements.
- Maintain all office equipment, files and records for effective functioning of office.
- Ability to work under stressed environment, to meet deadlines.

Salary: 25,000- 30,000/- (Contract with Company Minimum 1 year)

Timing: 9 to 5 (8 Hours)(**Project Based**)

District Coordinator:

- Serve as the primary control point for all district information. Facilitate the collection of all recaps, tracking documents and business information to ensure compliance and accountability while maintaining strict confidentiality.
- Serve as the key contact between the District Director and store teams for the follow up and collection of information. Create measures to assist the District Director from a recap and reporting perspective that ensures operational execution of relevant data points.
- Support the entire Team with the coordination of all schedules and meetings to ensure proper team collaboration.
- Primary point of contact, follow up and liaison on needed support matters.
- Identify sales prospects and maintain sales targets

Salary: 18,000-23,000(**Project Based**)

Timing: 9 to 5 (8 hours)

Manager Examination:

- Organizing, delivering and managing high-stakes written and practical examinations
- Provide systematic approach to the whole examination process.
- Providing high-quality services for examination candidates, examiners, examination centers
- Producing, ordering and managing examination resources
- Coordinating examination venues and examiner accommodation and travel
- Managing examiner recruitment and training process
- Organizing and managing examiner briefings
- Invigilating examinations; recruiting and supervising temporary invigilators
- Processing payments; checking and processing examiner expenses
- Maintaining accurate records and producing data and reports
- Ability to work under stressed environment, to meet deadlines.

Salary: 25,000-35,000(**Project Based**)

Time: 9 to 5 (8 hours)

Sales Executive:

- Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.
- Sells products by establishing contact and developing relationships with prospects; recommending solutions.
- Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
- Contributes to team effort by accomplishing related results as needed.
- Ability to negotiate and maintain contracts, adhere to achieve predefined targets.
- Review sales targets and make corrective measures to achieve desired results, if required.

Salary: 15,000-18,000(**Incentives-Panel**)

Time: 9 to 5 (8 Hours)

Chief Supervisor:

- Maintains a high level degree of confidentiality in dealing with student queries and exams
- Responsible for preparing accessibility student exam packages with a high degree of accuracy and attention to detail, including printing, scanning, photocopying, preparing electronic copies for use on assistive technology programs and more
- Responsible for troubleshooting technical and exam related issues after regular business hours and serve as back-up to the Test Centre Invigilators
- File both prepared and completed exams with precision according to Test Centre protocols
- Monitor university students while they are writing examinations and tests
- Answer student queries while remaining non-partisan and professional
- Accommodate students with accessibility issues, such as scribing for written exams

Salary: on daily wages/1,600-2,400

Timing: on call/activity based

Test Center Supervisor:

- Oversees all day-to-day operations of the Testing Center. Works with the management to develop and update services, policies and procedures in response to changing demands. Schedules and publicizes services, communicates program policies/procedures to campus and community and maintains integrity of testing environment.
- Trains alternate examiners, serves as liaison with the Department of Education, orders materials, ensures candidate eligibility and prepares reports.
- Regularly updates and maintains student records and testing scores as per required.
- Trains, mentors, schedules and directs the work of other Testing Center staff, including hiring and supervision of work-study personnel. Provides input to the supervisor concerning full- and part-time employee performance for evaluation purposes.
- Maintains security of tests and materials by routinely inventorying materials, reviewing procedures for security.
- Maintains Testing Center statistics including number of people tested, number of tests given and type of tests.
- Performs all other related duties as assigned.

Salary: on daily wages/1,200-1,800

Timing: on call/activity based

Invigilator:

- Distributing and collecting examination materials
- Ensuring exam room is in order prior to the commencement of each exam and that students only bring to their desks materials required for the examination
- Checking student identification cards
- Announcing exam procedures and any special instructions before examination begins
- Escorting students to and from washroom facilities when required
- Monitoring all activities during the examination and ensuring academic integrity is adhered to
- Taking appropriate disciplinary actions if student is in breach of examination rules
- Ensuring exams are completed within the set time limits and advising students when 30 minutes left, 15 minutes left, five minutes left and when exam is officially closed

Salary: daily wages/1,000-1,500

Timing: on call/activity based

CSR:

- Resolve product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution
- Recommend potential products or services to management by collecting customer information and analyzing customer needs
- Contribute to team effort by accomplishing related results as needed
- Identify and assess customers' needs to achieve satisfaction
- Build sustainable relationships of trust through open and interactive communication
- Provide accurate, valid and complete information by using the right methods/tools
- Handle complaints, provide appropriate solutions and alternatives within the time limits and follow up to ensure resolution
- Follow communication procedures, guidelines and policies

Salary: 12,000-18,000(**Project Based**)

Timing: 9 to 5 (8 Hours)

Physical Test Center Supervisor:

- Perform all medical tests of the candidates.
- Perform all technical tests of the candidates when required
- Maintain a working knowledge of all general and departmental safety rules.
- Improve safety levels by preventing, confronting and correcting unsafe behavior
- Maintain facility bulletin boards for fitness, safety and promotional purposes.
- Follow all policies as described in the employee manual.
- Perform other related duties and/or special projects as assigned.

Salary: daily wages/1,600-2,400

Timing: on call/activity based

Quality Supervisor:

- Oversees and monitors the inspection and testing of materials, parts, and products to ensure adherence to established quality standards.
- Establishes inspection protocols, defines sampling procedures, and determines equipment and mechanisms to be used in the testing process.
- Recommends changes in specifications of materials, parts, and products based on inspection results.
- Formulate and revise quality control policies and procedures.
- A level I supervisor is considered a working supervisor with little authority for personnel actions.
- Reports to a manager or head of a unit/department.

Salary: 15,000-24,500 (**Project Based**)

Timing: 9 to 5 (8 Hours/on call)

Security Supervisor:

- Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry.
- Obtains help by sounding alarms.
- Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers.
- Controls traffic by directing drivers.
- Completes reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures.
- Maintains environment by monitoring and setting building and equipment controls.
- Maintains organization's stability and reputation by complying with legal requirements.
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques.
- Contributes to team effort by accomplishing related results as needed.

Salary: 12,000-18,000(**Panel/Project Based**)

Timing: 9 to 5 (8 Hours/on call)

Inspector Driver:

- Examines the driving skill of the driver and inspect if they are following the rules.
- Examines vehicles for damage, and drives vehicle to detect malfunctions.
- Tests vehicle components for wear, damage, or improper adjustment, using mechanical or electrical devices.
- Applies inspection sticker to vehicles that pass inspection, and rejection sticker to vehicles that fail.
- Prepares report on each vehicle for follow-up action by owner or police.
- Prepares and keeps record of vehicles.
- Notifies authorities of owners having illegal equipment installed on vehicle.
- have ability to work under pressure

Qualification: bachelor degree in any subject

Salary: daily wages/1,000-1,500

Timing: on call/activity

Data Entry Operator:

- Prepares source data for entry by opening and sorting mail; verifying and logging receipt of data; obtaining missing data.
- Records data by operating data entry equipment; coding information; resolving processing problems.
- Protects organization's value by keeping information confidential.
- Accomplishes department and organization mission by completing related results as needed.
- Ability to work under pressure

Qualification: Matric /F.A 30WPM

Salary: 1, 5000/-38-wpm (3-6 per form)

Timing: 9 to 5 (8 Hours/daily wages)

Receptionist:

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- Directs visitors by maintaining employee and department directories; giving instructions.
- Maintains security by following procedures; monitoring logbook; issuing visitor badges.
- Maintains safe and clean reception area by complying with procedures, rules, and regulations
- .Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- Contributes to team effort by accomplishing related results as needed.

Qualification: F.A

Salary: 12,000-15,000(**Project Based**)

Timing: 9 to 5 (8 Hours)

Personal Assistant:

- Disseminating details through phone, fax and e-mail.
- Organizing and keeping files and handling projects.
- Answering and forwarding phone call, and taking messages.
- Providing details to phone callers, and office visitors
- Monitoring the use of devices and supplies within the workplace.
- Dealing with inquiries or needs from the worker/staff.
- Coordinating the maintenance and repair of devices for the workplace.
- Organizing events and conferences.
- Updating consultation schedules, creating travel deals, doing word handling, basic accounting, and handling.
- Helping the associate, staff, or other management staff in doing their responsibilities.
- Training other co-workers in workplace to perform work well by utilizing computer applications and sustain efficiency of the workplace methods and procedures.
- Travelling with Directors when necessary.

Qualification: Master in any subject

Salary: 30,000-35,000(**Project Based**)

Timing: 9 to 5 (8 Hours)

Admin Officer:

- Monitoring and maintaining office equipment and inventory supplies; orders replacement supplies as needed
- Creating, updating, and maintaining records and databases
- Updating office policies and procedures
- Scheduling company calendar and updating as needed
- Preparing reports on expenses, office budgets, and other expenditures
- Supporting department managers, staff, and CEO
- Preparing travel arrangements for office staff and managers; overseeing and preparing expense reports and budgets
- Maintains workflow by studying methods; implementing cost reductions; and developing reporting procedures.
- Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.
- Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Contributes to team effort by accomplishing related results as needed.

Qualification: Master degree in any subject

Salary: 25,000-30,000(**Project Based**)

Timing: 9 to 5 (8 Hours)

Human Resources:

- Provides job candidates by screening, interviewing, and testing applicants; notifying existing staff of internal opportunities; maintaining personnel records; obtaining temporary staff from agencies.
- Pays employees by calculating pay; distributing checks; maintaining records.
- Administers student loan, medical insurance, savings bond, and disability programs by advising employees of eligibility; providing application information; helping with form completion; verifying submission; notifying employees of approvals.
- Monitors unemployment claims by reviewing claims; substantiating documentation; requesting legal counsel review.
- Maintains human resources records by recording new hires, transfers, terminations, changes in job classifications, merit increases; tracking vacation, sick, and personal time.
- Orients new employees by providing orientation information packets; reviewing company policies; gathering withholding and other payroll information; explaining and obtaining signatures for benefit programs.
- Documents human resources actions by completing forms, reports, logs, and records.
- Updates job knowledge by participating in educational opportunities; reading professional publications.
- Accomplishes human resources department and organization mission by completing related results as needed.

Qualification: master in any subject

Salary: 25,000-33,000(**Project Based**)

Timing: 9 to 5 (8 Hours)

Monitoring Officer:

- Conduct analysis and assessment of indicators and other information collected to measure project performance and achievements;
- Coordinate the organization of meetings, workshops, seminars and training events;
- Collect data, Manage and update for a base line assessments and follow up reviews;
- Contribute towards project documentations that include lessons learned, good practices and recommendations for targeted piloted activities;
- Contribute to technical progress reports and help plan and coordinate internal and external evaluations;
- Contribute to the reporting of results by generating periodic analytical reports for programmer management decisions;
- Perform other duties as may be required by the supervisor.

Education: master degree in any subject

Salary: 1,500-2,000 depends on ability (**Test Based/Project Based**)

Timing: 9 to 5 (8 Hour/on call)

Procurement Officers:

- Liaises with key company employees to determine their product and service needs
- Monitors business trends and product availability to pay the best price for company goods and services without sacrificing quality or delivery times
- Nurtures relationships with suppliers to negotiate the best prices for company
- Identifies and researches potential new suppliers
- Researches new products and services to meet company's goals
- Assesses total costs of company purchases
- Develops and implements strategies for procuring, storing, and distributing goods or services and maintaining stock levels
- Foresee alterations in the comparative negotiating ability of suppliers and clients
- Expect unfavorable events through analysis of data and prepare control strategies
- Perform risk management for supply contracts and agreements
- Control spend and build a culture of long-term saving on procurement costs

Qualification: MSC

Salary: 15,000-25,000 depend on ability (**Project Based**)

Timing: 9 to 5 (8 Hours)

I.T Manager:

- Running regular checks on network and data security
- Identifying and acting on opportunities to improve and update software and systems
- Developing and implementing IT policy and best practice guides for the organization
- Designing training programs and workshops for staff
- Conducting regular system audits
- Running and sharing regular operation system reports with senior staff
- Overseeing and determining timeframes for major IT projects including system updates, upgrades, migrations and outages
- Managing and reporting on allocation of IT budget
- Providing direction for IT team members
- Identifying opportunities for team training and skills advancement

Qualification: F.A diploma in I.T

Salary: 22,000-32,000(**Project Based**)

Timing: 9 to 5 (8 Hours)

Marketing Executive:

- Create awareness of and develop the brand you're marketing
- communicate with target audiences and build and develop customer relationships
- help with marketing plans, advertising, direct marketing and campaigns
- support the marketing manager in delivering agreed activities
- source advertising opportunities and place adverts in the press or on the radio
- work closely with in-house or external creative agencies to design marketing materials such as brochures and adverts
- write and proofread marketing copy for both online and print campaigns
- produce creative content, including videos and blog posts
- run social media channels (e.g. Twitter, Face book and LinkedIn) to enhance audience engagement
- organize and attend events such as conferences, seminars, receptions and exhibitions
- source and secure sponsorship
- liaise with designers and printers and organize photo shoots
- arrange the effective distribution of marketing materials
- maintain and update customer databases
- conduct market research, for example using customer questionnaires and focus groups
- Develop relationships with key stakeholders both internal and external.

Qualification: MBA fresh

Salary: 20,000-25,000 (**Commission Based**)

Timing: 9 to 5 (8 Hours)

Networking /Technician:

- Manage and support LAN and WAN Network devices
- Implement approved Network changes in accordance with applicable procedures
- Analyze and diagnose network problems for a variety of users
- Recommend corrective solutions to be applied to network hardware or software
- Perform preventative maintenance tasks , testing software and maintain its configuration
- Assist other groups in troubleshooting problems that require packet analysis or performance review
- Create, publish and maintain up to date and accurate Network documentation

Qualification: F.A /DIPLOMA in networking (I.T)

Salary: 15,000-20,000(**Project Based**)

Timing: 9 to 5 (8 Hours)

Driver:

- Accurately following routes, maps, and directions in timely manner.
- Keeping exterior of vehicle clean and presentable
- Maintaining vehicle equipment; replacing oil, filling gas tank, general motor vehicle maintenance as needed for safety
- Cleaning windows, windshields, and mirrors as needed
- Keeping interior of vehicle clean of debris and clutter
- Loading and unloading vehicle
- If needed, collecting payments, documenting amount, and offering receipts
- Completing documentation such as logs, mileage, or cargo and passenger reports
- Following schedules and rerouting in timely manner when faced with traffic or congestion

Qualification: middle LTV License

Salary: 12,000-15,000(**Project Based**)

Time: 9 to 5 (8 Hours)

Office Boy:

- Disseminating information through telephone, websites, mail services, and e-mail.
- Distributing
- Organizing and maintaining electronic and paper files and managing projects.
Answering telephone, direct, screen calls, taking and relaying messages.
- Maintaining and devising office systems, including filing, data management etc.
- Providing information to callers, greeting persons entering organization and directing individuals to correct destination.
- Monitoring the use of equipment and supplies within the office.
- Assisting other administrative staff in wide range of office duties.
- Collecting and distributing couriers or parcels among employees and opening and sorting emails.
- Training new employee regarding the office clerical duties, when needed.
- Helping the receptionist, secretaries, or other administrative assistants in performing their duties.

Qualification: middle

Salary: 12,000-13,500(**Project Based**)

Time: 9 to 5 (8 Hours)

Sweeper:

- Cleans and keeps up various surfaces and material within a building or space
- Sweeps and mops floors
- Vacuums and steam cleans carpets
- Washes windows and launders drapes
- Cleans and disinfects toilets and replenishes supplies such as toilet paper, soap, and paper towels
- Makes minor repairs as necessary, including tasks such as changing light bulbs and fixing leaks
- Notifies supervisor when major repairs, including structural issues or highly skilled tasks, are required

Qualification: primary

Salary: 12,000-15,000(**Project Based**)

Timing: 9 to 5 (8 Hours)