

**Company and General Job Information**

Technologi Vehicles Ghana Ltd is a subsidiary of Technologi Solutions Research™ in Georgia of the USA. Technologi Vehicles is a new and fast growing vehicle assembly, distribution, servicing and haulage/logistics company in Ghana and is recruiting highly qualified and experienced personnel for permanent and/or temporary positions.

The salaries for all positions are attractive. The short versions of the job descriptions including positions, duties and responsibilities, and qualifications are listed below. **Only** short listed applicants will be contacted.

**Job location:** Tema and Accra, Ghana. West Africa

**Contact Address:** Interested candidates should email (a) 1 page application cover letter summarizing understanding of the position, why they want the position, relevance of their qualification and experience to the position and why they should be selected for the position, and (b) maximum three page curriculum vitae (CV) or resume with contact phone, location address, email and 3 references with their contact phone numbers and emails to:

Email: [info@technologisolutions.com](mailto:info@technologisolutions.com) or [info@technologivehicles.com](mailto:info@technologivehicles.com)

**Position: Managing Director (1)****Qualifications: Experience and Skills****Education:**

- Minimum Bachelors Degree in Finance/ administration or mechanical/ manufacturing engineering or automotive engineering
- MBA in finance & administration

**Experience:**

- Minimum 15 years relevant management experience
- Has worked in mass production or engineering products manufacturing, sales and large scale trucking/haulage business environment
- Must be literate in Microsoft office package especially Microsoft excel, word, publisher and access.

**Preferred**

- Automobile assembly or vehicle servicing and sales, and trucking or logistics experience
  - Has taken a business from start-up to maturity
  - Age: Not below **48 years**

**Position: Manager Finance and Administration (1)****Qualifications:****Education**

- Minimum bachelors degree in business administration & finance
- MBA or professional certificate in management and accounting will be an advantage

**Experience**

- Minimum 5 years relevant experience in personnel and accounting
- Must be literate in Microsoft office package especially Microsoft excel, word, publisher and access.
- Must be knowledgeable accounting, personnel and data management softwares.

**Position: Transport Manager/Officer (2)****Qualifications and Skills**

- Education
  - A Bachelor's degree in a related field.
  - Advance Chartered institute of transport CIT will be an advantage.
- Experience
  - A minimum of five years of related experience in a transportation/safety/compliance position.
  - A combination of education and related experience may be considered in lieu of a Bachelor's degree. Eg A retired transport manager from a reputable organization.
  - Hands on experience in driver training and safety management.
- Preferred Skills
  - Transport management software including automated vehicle tracking devices.
  - Effective communication skills especially with Drivers.
  - Effective organization and time management skills
  - Excellent knowledge in excel and other transport related data management software

**Position: Maintenance Manager****Qualifications and Skills**

- Education
  - A Bachelor's degree or HND in mechanical engineering or automotive engineering.
- Experience
  - A minimum of 5 years experience for degree in mechanical engineering
  - Minimum 10 years for HND in mechanical or automotive engineering
- Preferred Skills
  - Maintenance management software
  - Effective communication skills, organization and time management skills
  - Excellent knowledge in excel and other transport related data management software

**Position: Marketing/Sales Manager**

**Qualifications**

**Education:**

- Minimum Bachelors degree in marketing or engineering or business administration or social science
- MBA or professional certificate will be an advantage

**Preferred Skills:**

- Excellent computer skills-micro soft office particularly excel, word, power point and publisher
- Excellent communication skills, these should include strong presentation, oral and written skills
- Must have the skills to overcome objections, negotiate price and convince hesitant buyers to make the purchase decisions
- Must understand the dynamics of trade-ins and possible best exchange value
- Must have the ability to extract from prospective buyers how much they want to spend in order to prioritize their focus and close the deal
- Must be familiar with all available discounts and financing options for vehicles
- Must be passionate, possess a high-energy and likable personality, outgoing and friendly and recognize customer as king
- Must be professional at all times

**Experience:**

- Must have at least three years of relevant sales experience
- Must be literate in Microsoft office package especially Microsoft excel, word, publisher and access.
- Must be knowledgeable forecasting, marketing, sales and database management softwares.

**Position: Stores Officer (2)****Qualification and skills**

- **Education**
  - Bachelors degree or HND in accounting or purchasing & supply or other related field
- **Experience**
  - Bachelors degree with at least 5 years work experience or HND with at least 10 years working experience
  - Certificate in stores management will be an advantage
  - Experience in stores keeping in the auto or transport industry will be added advantage.
  - Experience in automated warehouse/stores management and the use of RFID and bar codes tracking devices

**Position: Vehicle Mechanics (2)****Qualification and skills**

- **Education**
  - Bachelors degree or HND in mechanical or automotive engineering or its equivalent
- **Work Experience**
  - At least 10 years experience in repair and maintenance of medium and/or heavy duty trucks in a reputable company
- **Preferred Skills and Experience**
  - Age: Min **30 years**
  - Experience with Chinese medium and heavy duty vehicles will be an advantage.

**Position: Accounts Officer (1)****Qualifications:****Education**

- Minimum HND or RSA stage 3 in accounting
- Bachelor's degree in business administration or its equivalent with accounting option will be an advantage

**Experience**

- Minimum 5 years relevant experience in accounting
- Must be literate in Microsoft office package especially Microsoft excel, word and access.
- Must be knowledgeable accounting data management softwares.

**Position: Medium and Heavy Duty Drivers (167)****Qualifications and Skills**

- Education
  - Middle School Leaving Certificate (MSLC) or Technical School Certificate (TSC) or
  - Senior High School Certificate (SHSC) will be advantage
- Work Experience
  - License **Class A, D and F.**
  - At least 5 years experience in driving medium and/or heavy duty trucks in a reputable trucking or haulage company.
- Preferred Skills and Experience
  - Age: **28 – 45 years**
  - Retired medium/heavy duty truck drivers or driver mechanics from reputable delivery or logistic service organizations are encouraged to apply.
  - Drivers with accident free track record and long distance experience are preferred.
  - Driver mechanics