

9Web ICT Job Openings

About 9Web ICT

At **9Web ICT**, we provide innovative IT solutions to drive business success. Specializing in **web development, e-commerce, digital marketing, and IT consulting**, we help businesses build a strong online presence and streamline operations.

We are a **growing tech startup in Ekpoma, Edo State**, empowering young people across Edo State and beyond with digital and professional skills. We're building a community of **passionate innovators and problem solvers** — driven by excellence, teamwork, and growth.

We offer **competitive salaries**, a **supportive work culture**, and **real opportunities to learn and lead**.

Address: No. 3 Esegbe Street, 310101, Ekpoma, Edo State, Nigeria

Email: 9webict@gmail.com

Apply: bit.ly/9WEB-ICT

Phone: 0814 614 2418

Open Positions

1. Secretary / Administrative Officer

Job Summary: Responsible for office administration, documentation, compliance, and communication between departments.

Key Responsibilities:

- Manage correspondence, reports, and document filing.
- Handle business registration, tax clearance, and renewals.
- Record meeting minutes and maintain internal memos.
- Maintain attendance, HR files, and staff records.
- Assist management with logistics and client scheduling.

Minimum Requirements:

- Minimum of Upper Credit HND or Second Class Lower (2.2) Bachelor's degree.
 - At least two years of experience as a secretary in a reputable company.
 - Strong organizational and computer skills (Microsoft Office, Google Workspace).
 - Excellent written and verbal communication.
-

2. Office Assistant

Job Summary: Provides logistical and cleaning support to ensure the office remains organized and operational.

Key Responsibilities:

- Clean and organize office areas daily.
- Run errands such as document delivery, material pickup, and basic logistics.
- Assist during meetings and trainings with setup and refreshments.
- Support minor administrative and office tasks when required.

Minimum Requirements:

- SSCE/WAEC or equivalent qualification.
 - Good personal hygiene and reliability.
 - Basic communication and time management skills.
-

3. Product Specialist

Job Summary: Responsible for learning, managing, and marketing individual product lines, ensuring accurate configurators and quotations.

Key Responsibilities:

- Create and edit configurators for assigned product line.
- Send and respond to customer quotations.
- Produce written and visual content for the website.
- Maintain a product database and continuously improve product knowledge.

Minimum Requirements:

- Minimum of Upper Credit HND or Second Class Lower (2.2) Bachelor's degree.
- Attention to detail and strong computer literacy.
- Ability to learn quickly and manage data accurately.

Note: This position includes a **1-month training and assessment period**.

4. Web Developer / Designer

Job Summary: Leads all web-related projects, supervising interns and maintaining 9Web ICT's and clients' websites.

Key Responsibilities:

- Develop and maintain company and client websites (WordPress & custom).
- Train and guide interns in website development.
- Collaborate with designers and marketers for project delivery.
- Implement updates, performance optimization, and security measures.

Minimum Requirements:

- Proficiency in HTML, CSS, JavaScript, PHP, and WordPress.
- Experience managing web projects and mentoring others.
- Problem-solving and time management skills.

5. Graphic Designer

Job Summary: Creates designs for digital and print media, supervises design interns, and supports branding projects.

Key Responsibilities:

- Develop visual designs for marketing and social media.
- Support UI/UX design for websites and apps.
- Supervise design interns and review their work.
- Ensure brand consistency across materials.

Minimum Requirements:

- Proficiency in Adobe Photoshop, CorelDraw, Illustrator, or Inkscape.
- Creativity, attention to detail, and ability to train others.

Important Notes

- **All positions are full-time and onsite (in-office)** in Ekpoma, Edo State.
- Only shortlisted candidates will be contacted.

How to Apply

Interested applicants should complete the online application form at bit.ly/9WEB-ICT or contact **0814 614 2418** for more information.