

15 January, 2021

Celestina Nkeiruka Ejerenwa,

Lagos.

Dear Celestina Nkeiruka Ejerenwa,

OFFER LETTER

We are pleased to offer you the position of Marketing Sales Manager, effective from 16th January, 2021 on the following terms and conditions:

Designation: Marketing Sales Manager

Location: Plot 1679 Karimu Kotun Street, Suite 318, 3rd Floor Africa Reinsurance Building, Victoria Island, Lagos.

Resumption: 7:45AM to 5:30PM (Saturdays 3:00PM)

Reporting Relationship: You will report to Chibueze Izugbo; the CEO of Ebeosi Limited.

Essential Functions:

Ecommerce marketing managers spearhead the strategies that make online transactions possible. They are responsible for organizing and developing website marketing plans, then executing on plans while training and leading a team of marketing executives.

Accomplishes marketing and sales objectives by planning, developing, implementing, and evaluating **advertising**, merchandising, and trade promotion programs; developing field sales action plans.

Job Descriptions

- Develop a department-wide online marketing strategy
- Supervise Ecommerce Marketing Team
- Collaborate with IT department to establish site analytics
- Creates graph in the system to track product sales

- Lead development of tailored marketing campaigns
- Maintain contact with IT department to ensure system security
- Research and formulates ways to optimize user experience
- Use data to create strategic plan
- Maintain working knowledge of best practices in marketing
- Developing, monitoring, writing and updating product content contained on Ebeosi websites/portals.
- Developing subject matter expertise in assigned product categories and taking ownership of daily business administration on assigned accounts.
- Cultivating standards, systems and best practices for content creation, distribution, maintenance, and new product listings.
- Working with sales, graphics, and other relevant departments to provide updated content for assigned accounts to be shared across Ebeosi platforms.
- Possessing a comprehensive understanding of account-specific SEO best practices, pricing policies, media assets, inventory and/or pre-orders.
- Having the ability to multi-task, prioritize and successfully meet several deadlines at once while maintaining attention to detail.
- Possessing a strong knowledge of the eCommerce space including competitive strategies, marketing strategies, product development, consumer research, usability best practices and industry trends.
- Using Spreadsheets or Excel (pivot tables, vlookups etc) in addition to web analytics to stay organized and monitor changes in product sales and identify opportunities for improvement.
- Any other reasonable duties ad may be designated from time to time

Compensation: Your gross compensation will be N80, 000 (eighty thousand Naira) monthly, less of all statutory deductions. Please find the income statement below.

Termination: Either party can terminate the employment contract with a minimum notice period of one (1) month or one (1) month payment in lieu or an agreement of how best to terminate the employment contract. Provided the employee may be terminated on the spot for gross misconduct, in such situation a notice period will not be deemed necessary.

Pay Day: Salaries are paid on or before the 28th of the following month for the prior month.

Human Resources Policy Handbook: with the acceptance of this employment, you agree and confirm that during your employment period, the company's Human Resources Policy Handbook and workplace rules, as amended from time to time, will throughout govern you.

Please note that your contract by the company is subject to signing of the acknowledgment page of the Human Resources Policy Handbook.

We take this opportunity to welcome you to the Company and trust you will find this position stimulating and challenging.

Yours Sincerely,

.....

Mr. Chibueze J. Izugbo

CEO, Ebeosi Limited.

ACCEPTANCE OF OFFER LETTER OF EMPLOYMENT:

I, Ejerenwa Celestina Nkeiruka, the employee stated herein, have received a copy of the above letter, have read and clearly understand the contents of the letter. I hereby confirm that I agree with the terms and conditions stated therein.

CONTACT ADDRESS:

House 2B, George Adiele Crescent Lekki Scheme 2, Ajah Lagos

EMAIL: celestinaagile@gmail.com

PHONE: 08133973167

SIGNATURE: 

DATE: 25-01-2021

Personnel Income Statement																					
CELESTINA N. EJERENWA																					
<u>Personnel Payment Advice</u>																					
-																					
<u>Other Information</u> Pay Period Bank Name: Bank Acct No: <u>Deductions:</u> Authorized Pension 5,120 Total 5,120	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: right;"><u>Amount #</u></th> </tr> </thead> <tbody> <tr> <td>Basic</td> <td style="text-align: right;">32,000</td> </tr> <tr> <td>Transport</td> <td style="text-align: right;">12,800</td> </tr> <tr> <td>Rent</td> <td style="text-align: right;">19,200</td> </tr> <tr> <td>Meal subsidy</td> <td style="text-align: right;">10,400</td> </tr> <tr> <td>Wardrobe allowance</td> <td style="text-align: right;">5,600</td> </tr> <tr> <td colspan="2"><u>Allowances:</u></td> </tr> <tr> <td>GROSS PAY</td> <td style="text-align: right;">80,000</td> </tr> <tr> <td colspan="2">Monthly Services Pay</td> </tr> <tr> <td>74,800</td> <td></td> </tr> </tbody> </table>	<u>Description</u>	<u>Amount #</u>	Basic	32,000	Transport	12,800	Rent	19,200	Meal subsidy	10,400	Wardrobe allowance	5,600	<u>Allowances:</u>		GROSS PAY	80,000	Monthly Services Pay		74,800	
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