



KEYSTONE GROUP

DESIGN | BRANDING | SIGNAGE

YOUR VISIBILITY, OUR PRIDE

VACANCIES

Keystone Group is a Company made up of a pool of young and dynamic minds who together craft ideas and apply concepts to provide functional business solutions with a return on once investment for their design, branding and signage needs. Visit site for more details. <https://keystonegroup.co.ke/>

1. Human Resources Assistant (position Hire)

Job Purpose

We are looking to HIRE a Human Resource assistant with outstanding administrative and communication skills. The HR assistant is expected to be a conceptual thinker with superb organizational and time management skills. You must be reliable and should accurately follow instructions with the ability to multitask and acclimatize to a fast-paced environment.

To ensure success, HR assistants should display remarkable conflict management and decision-making skills with a solid understanding of employee relationships, staffing management, and payroll and benefits administration.

The job holder is responsible for supporting the staff Placement and Coordination of activities within Keystone.

Reports To

The CEO & General Managers

Job Description

- Support all internal and external HR-related inquiries or requests.
- Maintain digital and electronic records of employees.
- Serve as point of contact with benefit vendors and administrators.
- Assist with the recruitment process by identifying candidates, performing reference checks, and issuing employment contracts.
- Maintain calendars of the HR management team.
- Schedule meetings, interviews, HR events and maintain agendas.
- Coordinate training sessions and seminars.
- Perform orientations and update records of new staff.

- Keep up-to-date with the latest HR trends and best practices.

Human Resource Assistant Requirements:

- Have a minimum of 2 years of work experience as an HR assistant (essential).
- Effective HR administration and people management skills.
- Exposure to payroll practices with full understanding of HR functions and best practices.
- Excellent written and verbal communication skills.
- Works well under pressure and meets tight deadlines.
- Fantastic organizational and time management skills.
- Strong decision-making and problem-solving skills.
- Have a Bachelor's Degree in any of the following fields:- Education, Business Administration, Public Administration, Social Studies or Development Studies or other relevant and equivalent qualifications from a recognized institution; A Bachelor's degree and Diploma in human resources or related (essential) will be an added advantage
- Being a registered member of the Institute of Human Resource Management will be an added advantage

Male candidates are highly recommended to apply for this position.
Only shortlisted candidates will be contacted for additional information.

2. Accounts/Finance Assistant (1 position Hire and 1 Internship)

Job Purpose

The jobholder is responsible for assisting the Finance and Accounts Department in specific accounting activities.

Job Description

- Help with financial data entry and general bookkeeping
- Checking and processing contract payments and other disbursements; (iii) Writing cheques, posting payments and receipting vouchers in the cash books;
- Manage data, records, and reports by checking for errors and verifying accuracy of information
- Prepare receipts, vouchers, invoices, etc. for entry into data sheets
- Assist in preparation of financial statements and reports
- Update and maintain financial records
- Prepare spreadsheets for data entry, including budgets, accounting information, etc.
- Take direction from and report to the financial manager
- Independently prioritize daily tasks and responsibilities
- Provide stellar customer service to our clients and be informed on all company policy and practices (including data privacy)
- Attend and take notes at all financial department meetings
- Assist with audits as necessary
- Adhere to current accounting/finance laws and regulations
- Work to company standards

- Ensuring timely submissions of relevant statutory deductions are made in the required formats and within set deadlines;
- Capturing data and maintaining primary records such as cashbooks, ledgers, vote books and registers, including asset register;
- Preparing and completing reconciliation sheets for all bank, cheque and cash payments;
- Ensuring security of cheques and cheque books.

Report To

Finance Manager

Minimum Job Qualification

- Have a Bachelor's Degree in Commerce (Accounting or Finance option) or other relevant and equivalent qualifications from a recognized institution;
- Be proficient in computer applications; Computer knowledge and experience using Microsoft Suite (mainly Excel) and other accounting and data input software
- Show merit and ability as reflected in work performance and results
- Mathematical and accounting acuity
- Professional demeanor and excellent customer service skills
- Knowledgeable in basic accounting/bookkeeping practices and processes
- Excellent communicator, both spoken and written
- Strong organizational and time-management skills
- Thrives working both independently (a self-starter) and collaboratively
- Dependable, respectful and consistently works to uphold company ethics and standards

Only shortlisted candidates will be contacted for additional information.

3. Graphics Designers (1 position Hire and 1 Intern)

Job Purpose

We are looking to HIRE and also Intern a graphic designer to assist with creating aesthetically pleasing images that accompany written text that will be outstanding and have communication skill.

To ensure success, the Graphic Designer handle the visual side of the company. The content that Graphic Designers create will often be the first time a customer or client notices our company or our work in supporting them to create a signage. with this in mind the designer will be meeting with clients to establish their needs, using design software to complete projects and revising projects based on client feedback.

Reports To

The CEO & General Managers, Team Lead

Job Description

- Develop graphics for product illustration and online communication by use of different design tools that enable selecting and cropping photos for maximum impact
- Using content to create compelling graphic presentations this will be accomplished by gathering information and materials
- Creatively producing new ideas and concepts as well as contributing to creative brief on branding and general product support.
- Contributing ideas and design artwork
- Using innovation to redefine a design brief within the constraints of cost and time
- Proofreading to produce accurate and high-quality work
- Demonstrating illustrative skills with rough sketches & mockups
- Participate in the development of content to be uploaded on the company's various online platforms
- Illustrates concept by designing rough layout of art and copy regarding arrangement, size, type size and style, and related aesthetic concepts.
- Obtains approval of concept by submitting rough layout for approval.
- Prepares finished copy and art by operating typesetting, printing, and similar equipment; purchasing from vendors.
- Prepares final layout by marking and pasting up finished copy and art.
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment.
- Completes projects by coordinating with internal and external outside agencies, art services, printers, etc.
- Maintains technical knowledge by attending design workshops; reviewing professional publications; participating in professional societies.

Requirements:

- Have a minimum of 2 years of work experience as an HR assistant (essential).
- Bachelor's Degree or Diploma in Graphic Design, visual communication, or equivalent
- Knowledge in Final Cut Pro, In-design, Corel draw, Adobe Acrobat, Photoshop & Adobe illustrator
- Should have at least 2-3 years in a busy set up.
- Experience in a Trading organization is desirable
- Strong multi-tasking skills for juggling multiple projects with varying deadlines
- Ability to independently, effectively manage time and prioritize daily workload
- Team player

Only shortlisted candidates will be contacted for additional information.

4. Digital Marketers (1 position Hire and 1 Internship position)

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Job Purpose

We are looking to HIRE and also Intern a graphic digital Marketer who will assist with creating aesthetically pleasing content, plans, manages and oversees all aspects of a digital marketing campaign to effectively promote the company's brands and its product and others assigned to them from time to time, this will be accompanied with written text that will be outstanding and show a display of exquisite communication skill.

Reports To

The CEO & General Managers, Team Lead

Job Description

- Participating in the production of appropriate communication and dissemination strategies;
- Establishing and maintaining regular contact with media practitioners with a view to enhancing goodwill and positive coverage for the placement service;
- Planning and executing the placement service's participation in key corporate events;
- Job description Handling strategic online initiatives
- Leading marketing campaigns from the idea stage through to their execution and implementation
- Monitoring and evaluating online media campaigns to keep them fresh and effective
- Negotiating advertising contracts
- Working with other department heads and staff to discuss plans and marketing strategies
- Collaborating with finance staff to set and stay within budget
- Staying current with emerging opportunities in the digital marketing world
- Recording and developing photographic images that can be uploaded on the company's various online platforms
- Developing web content and updating the website on the company's various online platforms
- Preparing and producing reports and other publications;
- Undertaking media assignments including reserving advertising space with appropriate media outlets and organizing for press conferences;
- Developing corporate brand identity manual and ensuring conformity to it; and
- carry out other duties that are in line with above that may be assigned to them from time to time.

Requirements:

- Have a minimum of 2 years of work experience (for Hire - essential) (Intern is open)

- Bachelor's Degree or Diploma in in any of the following: – Journalism, Mass Communications, Public Relations or other relevant and equivalent qualification from a recognized institution.
- Excellent written and verbal communication skills.
- Be proficient in computer applications including knowledge in desktop publishing.
- Strong multi-tasking skills for juggling multiple projects with varying deadlines
- Ability to independently, effectively manage time and prioritize daily workload
- Team player

Only shortlisted candidates will be contacted for additional information.

5. Sales and Marketing (position Hire)

Job Purpose

We are looking to hire a Sales and marketing representative who will excel at creating and closing new opportunities for keystone group's products and services. By using a consultative approach to selling, this person will use their expertise to identify and qualify leads, leading to sales opportunities with both new and existing customers. The right hire for the role must be energetic, quick to ensure no balls are dropped, savvy, excellent communicator and providing insights that are aimed in ensuring sales efforts are yielding the right outcomes, must be reliable and should accurately follow instructions with the ability to multitask by handling different clients and acclimatize to a fast-paced environment.

Reports To

The CEO & General Managers

Job Description

- Researching and developing marketing opportunities and plans, understanding consumer requirements, identifying market trends, and suggesting system improvements to achieve the company's marketing goals.
- Creates and presents sales forecast for assigned section to management; then closely monitors actual progress versus forecast.
- Promoting the company's existing brands and introducing new products to the market.
- Implementing new sales plans and advertising.
- Maintaining relationships with important clients by making regular visits, understanding their needs, and anticipating new marketing opportunities.
- Expedite the resolution of customer problems and complaints to maximize satisfaction.
- Achieve agreed upon sales targets and outcomes within schedule.

Requirements

- A Bachelor's degree or Diploma in Public Administration, Social Studies, Sales and Marketing or related field will be an added advantage.
- Demonstrated ability to communicate, present and influence credibly and effectively at all levels of the organization; both internally and externally.
- Proven ability to drive the sales process from plan to close.
- Experience as a sales representative/analyst.
- Relationship management skills and openness to feedback.
- Excellent knowledge computer literacy including the use of Microsoft Office packages Excel, Word and Outlook.

Only shortlisted candidates will be contacted for additional information.

6. Production Coordinator/Manager (position Hire)

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Job Purpose

We are looking to HIRE a production coordinator who will be the Head of Production, the Hire has overall responsibility for defining the production strategy for the Group's operations and that the company is supported to achieve business goals. The position assumes responsibility for the conversion of commercial forecasts and plans into production and materials management plans. Oversees production, materials planning, quality assurance, continuous improvement, team building and supervision, and process optimization in accordance with policies, goals, and objectives established by the CEO, Directors. The position leverages knowledge, strategic vision and detailed implementation to support production efficiency and growing product portfolios while maintain high quality standard in Keystone.

Reports To

The CEO & General Managers

Job Description

- Develop, implement and monitor the implementation of the production strategy across all the production units.
- Receives work orders, sales forecasts from the sales department and interpret them to ensure that these are converted into productions.
- Ensures that the plant has the capacity to deliver planned volumes, on time and the right cost.
- Manage all aspects of production, and testing, that ensures on-time delivery of products and services that meet the highest quality standards and established financial goals for the plant.
- Develop and establish operating policies consistent with the Board/Directors broad policies and objectives and ensure their adequate execution.
- Set production manufacturing standards including equipment specifications, plant lay out, plant efficiencies and monitor performance against standards and generate global performance reports.
- Ensure best practice standards across all production units.
- Manage the overall product delivery schedule including the production pipeline, job scheduling, materials planning, production, test and delivery of final product.
- Provides oversight to the selection, introduction and implementation of continuous improvement processes and advanced production tools and systems.
- Enforces compliance to set laws, regulations and customer requirements governing business operations.
- Implement, monitor and facilitate performance management programs and support staff through training, mentorship and coaching. This includes identifying and managing the implementation of training programs for both production and people management processes.
- carry out duties and responsibilities given to them from time to time.

Requirements:

- Have a minimum of 2 years of work experience in a first passed production plant.
- Effective Project management, Production, Order handling, Quality management, Capacity planning, Quality control and supervision, Team leadership, Stock and inventory management, Operations planning and people management skills.
- Exposure to use of Digital Printing Machine for Stickers, Laser Logo Engraver for Branding, CNC Machine, vacuum machine, channel bender machine, Acrylic Luminous Letter Bending Machine, welding machine, Heat Press Machine among other machines used in branding will be an added advantage.
- Understanding of production functions and best practices.
- Excellent written and verbal communication skills.
- Works well under pressure and meets tight deadlines.
- Fantastic organizational and time management skills.
- Strong decision-making and problem-solving skills.
- Have a Bachelor's degree or Diploma in any of the following fields:- Business Administration, mechanical engineering, automotive, Project management or plant and machinery Studies or other relevant and equivalent qualifications from a recognized institution; will be an added advantage

Only shortlisted candidates will be contacted for additional information.

7. Machine Operator/Assistant (position Hire)

Job Purpose

We are looking to HIRE a Machine Operator Assistant who will work under the Production manager, the Hire has overall responsibility for the conversion of an approved work order into an actual product, either Work in progress or finished product by use of available materials and machinery while maintaining high quality standard in Keystone.

Reports To

The Production & General Managers

Job Description

- Receives work orders, sales forecasts from the sales department and interpret them to ensure that these are converted into productions.
- Ensures to deliver planned production volumes, on time and the right cost.
- Manage all aspects of production, and testing, that ensures on-time delivery of products and services that meet the highest quality standards and established financial goals for the plant.
- Maintain and follow up on set safety and maintainers procedures
- Set-up rails, print, and die cut section accurately in accordance with proper setup techniques.
- that is the digital Printing Machine for Stickers, Laser Logo Engraver for Branding, CNC Machine, vacuum machine, channel bender machine, Acrylic Luminous Letter Bending Machine, welding machine, Heat Press Machine among other machines
- Inspect all dies before and after run to ensure that any necessary repairs are made before the next run.
- Ensure all bolts for cutting dies are in place and tightly secured.
- Monitor box quality, including, but not limited to, loose liner, warp, correct size, and print. Check rolls for damage.
- Maximize the utilization of equipment by operating the machinery at available capacity and speed.
- Complete necessary reports in an accurate and timely manner, including but not limited to: Production Data Machine Operational Status, Safety Data, Quality Data.
- Turn in maintenance work orders to supervision for needed repairs.
- Complete annual equipment safety training.

Requirements:

- Have a minimum of 2 years of work experience in a first passed production plant.
- Exposure to use of Digital Printing Machine for Stickers, Laser Logo Engraver for Branding, CNC Machine, vacuum machine, channel bender machine, Acrylic Luminous Letter Bending Machine, welding machine, Heat Press Machine among other machines used in branding will be an added advantage.
- Understanding of production functions and best practices.

- Excellent written and verbal communication skills.
- Works well under pressure and meets tight deadlines.
- Fantastic organizational and time management skills.
- Strong decision-making and problem-solving skills.
- High school Certificate, having Bachelor's degree or Diploma will be an added advantage

Only shortlisted candidates will be contacted for additional information.

8. Installation Team/Branding (position Hire)

Job Purpose

We are looking to HIRE an upbeat Incumbent who will have the task of ensuring the communication /outlook of each company's asset is as per company branding guideline policy at all times, building and strengthening the brand image of keystone and its clients who are wildly spread by installing different branding signages

Reports To

The Operation & General Manager

Job Description

- Receives work orders, sales forecasts from the sales and production department and interpret them to ensure that these are converted into products and installed or delivered to the clients location.
- Manage all aspects of production, and testing, that ensures on-time delivery of products and services that meet the highest quality standards and established financial goals for the plant.
- Maintain and follow up on set safety and maintainers procedures
- Liaise with printers and digital screen suppliers to ensure print work is provided on time, acceptable quality and in the right format
- Ensure that the branding issues raised are resolved as per the agreed SLA
- Set-up rails, print, and die cut section accurately in accordance with proper setup techniques. that is the digital Printing Machine for Stickers, Laser Logo Engraver for Branding, CNC Machine, vacuum machine, channel bender machine, Acrylic Luminous Letter Bending Machine, welding machine, Heat Press Machine among other machines
- other roles that may be given to them from time to time.

Requirements:

- Have a minimum of 2 years of work experience in Branding.
- Exposure to use of Digital Printing Machine for Stickers, Laser Logo Engraver for Branding, CNC Machine, vacuum machine, channel bender machine, Acrylic Luminous Letter Bending Machine, welding machine, Heat Press Machine among other machines used in branding will be an added advantage.
- Understanding of production functions and best practices.
- Excellent written and verbal communication skills.
- Works well under pressure and meets tight deadlines.

- Fantastic organizational, time management and with excellent customers care skills.
- Strong decision-making and problem-solving skills.
- High school Certificate, having Bachelor's degree or Diploma will be an added advantage
- knowledge and ability to do shop and car branding / sticker pasting. among other.

Only shortlisted candidates will be contacted for additional information.

9. Office Assistant (position Hire)

Job Purpose

We are looking to HIRE an upbeat Incumbent who is customer centric. The hire will perform generally front office roles including and not limited to customer service roles for the realization of a satisfying the currently exciting and new clients by ensuring the clear communication, a positive outlook and accurate feedback collection. Will also ensure the Office premises are conducive

Reports To

The General Manager

Job Description

- Handling incoming calls and other communications in the reception area and social media platforms regarding various issues or redirect them to the relevant persons.
- Recording information as needed.
- Greeting clients and visitors as needed.
- Managing filing system by updating paperwork, maintaining documents, and word processing.
- Helping organize and maintain office common areas.
- Performing general office clerk duties and errands.
- Organizing travel by booking accommodation and reservation needs as required.
- Coordinating events as necessary.
- Maintaining supply inventory, office equipment and also Maintaining customer register and complaints register as needed.
- Experience as a virtual assistant.
- Creating, maintaining, and entering information into databases.

Requirements:

- Have a minimum of 2 years relevant work experience.
- Must have Excellent written and verbal communication skills
- proficient in computer applications.
- Works well under pressure and meets tight deadlines.
- Fantastic organizational, time management and with excellent customers care skills.
- Strong decision-making and problem-solving skills.

- Diploma Certificate, in any of the following will be an added advantage: – Journalism, Mass Communications, Public Relations, administration other relevant and equivalent qualification from a recognized institution
- having Bachelor's degree or Diploma will be an added advantage
- Exposure to use of Digital Printing Machine will be an added advantage.

Only shortlisted candidates will be contacted for additional information.

10. Office Driver (position Hire)

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Job Purpose

We are looking to HIRE an upbeat Incumbent who is a licensed driver. The hire is responsible for providing safe and coordinated movement of staff, visitors other stakeholders and/ or goods to authorized destinations and also to ensure the security and cleanliness of the assigned Motor vehicle or Bike.

Reports To

The General Manager/ CEO

Job Description

- Driving a motor Vehicle or Bike as authorized
- Carrying out routine checks i.e on the vehicle's cooling, oil, electrical and brake systems, tire pressure.
- Detecting and reporting malfunctioning of vehicle systems.
- Maintaining work tickets for vehicles assigned.
- Ensuring security and safety for the vehicle, its passengers and goods on and off the road.
- Maintaining cleanliness of the same.
- Performing general office clerk duties and errands and organizing travel plans when need be.

Requirements:

- Have a valid driving license free from any current endorsement(s) for class(es) BCE of vehicle.
- Have a minimum of 2 years relevant work experience.
- Must have Excellent written and verbal communication skills
- Have attended a First-Aid Certificate Course lasting not less than one (1) week, a Defensive Driving Certificate from a recognized Institution will be an added advantage.
- proficient in computer applications.
- Works well under pressure and meets tight deadlines.

- Fantastic organizational, time management and with excellent customers care skills.
- Strong decision-making and problem-solving skills.
- Basic automotive mechanic skills will be an added advantage.

Only shortlisted candidates will be contacted for additional information.

Keystone is an affirmative action/equal opportunity employer. Persons who reflect the diverse communities we serve are strongly encouraged to apply.

To apply do send your Cover letter stating the expected salary and CV to vacancies@keystonegroup.co.ke

Terms of appointment for Intern: Keystone offers a stipend to cover basic expenses Only

NB: Interviews will be on a **Rolling Basis**.

All employment is conditional upon the successful completion of all applicable background checks.

keystone does not charge a fee at any stage of the recruitment process (application, interview meeting, processing or training).

Terms of appointment for Intern: Keystone offers a stipend to cover basic expenses Only
