

# STALLION TECHNOLOGIES LIMITED

## Corporate Head Office

No. 15 Admiralty Way,

Lekki Phase 1, Lagos

Nigeria.

**Date:** 08<sup>th</sup> August, 2025

## EMPLOYMENT OFFER LETTER

### Mrs. Joy Akaa

167 First East Circular Road,

Benin City, Edo,

Nigeria

Dear Mrs. Joy Akaa,

### RE: OFFER OF EMPLOYMENT - CUSTOMER SERVICE REPRESENTATIVE

We are pleased to extend this formal offer of employment to you for the position of **Customer Service Officer** in our Customer Service Department at Stallion Technologies Limited, AdvanceQT, QuestCTS, eRentaspace, Healthcare800, iPropstore and Medicruz.

### POSITION DETAILS

**Job Title:** Customer Service Officer.

**Department:** IT Customer Service.

**Reporting Manager:** Mr. Terkuma Shoja, Customer Service Manager.

**Employment Type:** Full-Time Permanent Position.

**Start Date:** 15<sup>th</sup> August, 2025.

### COMPENSATION AND BENEFITS

**Monthly Salary:** ₦110,000 (One Hundred and Ten Thousand Naira).

**Payment Schedule:** Monthly, paid on the last working day of each month.

**Salary Review:** Salary subject to work performance review.

### WORKING HOURS AND SCHEDULE

**Work Schedule:** Rotating day shifts as per department schedule

**Day Shift Hours:** 7:00 AM - 6:00 PM WAT

**Working Days:** Alternate days (Tuesday, Thursday, Saturday as per current rotation)

**Weekly Hours:** Approximately 33 hours per week

### KEY RESPONSIBILITIES AND DUTIES

As a Customer Service Representative, your primary duties will include:

**Customer Communication**

**Technical Support**

**Quality Assurance**

**Administrative Tasks**

**Professional Development**

## **EMPLOYMENT CONDITIONS**

**Probationary Period:** 3 months from start date.

**Leave Entitlement:** As per company policy and Nigerian Labour Act.

**Training:** Comprehensive orientation and ongoing professional development.

**Performance Reviews:** Quarterly assessments with annual formal review.

## **TERMS AND CONDITIONS**

This offer is subject to:

### **ACCEPTANCE**

Please confirm your acceptance of this offer by signing and returning one copy of this letter by 11<sup>th</sup> August, 2025. Your employment will commence on 15<sup>th</sup> August, 2025 upon completion of all pre-employment requirements.

We look forward to welcoming you to the Stallion Technologies Limited team and are confident that your skills and dedication will contribute significantly to our Customer Service Department's success.

Should you have any questions regarding this offer, please contact me directly.

Yours sincerely,

**Mr. Terkuma Shoja**

IT Customer Service Manager

Stallion Technologies Limited

Email: [tjstalliontech@gmail.com](mailto:tjstalliontech@gmail.com)

Phone: +2348089018154

### **ACCEPTANCE**

I, Mrs. Joy Akaa, hereby accept the terms and conditions of employment as outlined in this offer letter.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mrs. Joy Akaa**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mr. Terkuma Shoja**

**ITCS HR/Manager**

**Stallion Technologies (Nig) Limited**