

JOB VACANCY: KIOSK SUPPORT ASSISTANTS (20 POSITIONS)

Company: Tas-Noble Incorporated

Industry: Financial Technology / Self-Service Kiosk Solutions

Location: Monrovia & Selected Locations, Montserrado

Employment Type: Contract (3 Months)

Number of Positions: 20

Reports To: Operations Manager / Site Supervisor

Position Summary

Tas-Noble Incorporated is recruiting twenty (20) Kiosk Support Assistants to provide on-site assistance to customers using Tas-Noble self-service kiosks. Successful candidates will help guide users through transactions, resolve basic usage issues, and ensure a smooth and positive customer experience.

This is a temporary contract position for a period of three (3) months, mainly supporting kiosk rollout and customer onboarding.

Key Responsibilities

- Assist customers in using self-service kiosks for transactions.
- Guide users step-by-step on how to operate kiosk services.
- Provide first-level support for basic kiosk issues and user errors.
- Report technical faults or system issues to supervisors or technical teams.
- Ensure kiosks are clean, powered, and properly positioned at all times.
- Educate customers on safe and correct usage of kiosk services.
- Maintain order and queue management at kiosk locations.
- Provide excellent customer service and handle inquiries politely.
- Record and report daily issues, feedback, and incidents.
- Adhere strictly to company policies, security, and customer service standards.

Qualifications & Requirements

Minimum of WAEC Certificate.

Additional high school documents and certificates will be an advantage.

Basic computer or smartphone literacy.

Ability to communicate clearly in English and local languages.

Previous customer service experience is an advantage but not mandatory.

Required Skills & Competencies

- Strong customer service and interpersonal skills.

- Patience and ability to assist first-time users.
- Honesty, reliability, and good work ethics.
- Ability to stand for long periods and work in public locations.
- Willingness to work shifts, including weekends if required.
- Ability to follow instructions and report issues accurately.

Contract Duration

This position is a three (3) month contract, subject to performance and operational requirements.

How to Apply

Interested candidates should submit the following documents:

- Application letter
- Curriculum Vitae (CV)
- WAEC Certificate
- High school documents

Email applications to:
recruitment@tasnoble.com

Application Deadline: February 15, 2026

Tas-Noble Incorporated is an equal opportunity employer.