



# WE'RE HIRING

## ONBOARDING EXECUTIVE

JOB DESCRIPTION



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**Location: Remote/On-site**

**Job Type: Full-Time**

## **Job Description**

SmartTap Evolution Limited is a forward-thinking Nigerian technology company dedicated to transforming mobility and payment systems across Africa. Through our flagship solution, SmartTap, we are redefining how people book, pay for, and access transport services with seamless NFC phone-to-phone payments, digital ticketing, and integrated utility transactions. Driven by innovation and growth, our mission is to modernize and rebrand transport payments across the continent — creating a smarter, faster, and more connected travel experience for millions of commuters.

We are seeking passionate and innovative individuals to join our growing team. Candidates must be willing to travel as part of their responsibilities, supporting deployment, partnerships, and operational activities across different locations.

## **Role Summary**

The Partnership & Business Onboarding Executive will be responsible for acquiring, signing, and integrating transport and utility partners onto the SmartTap platform. This includes building strong business relationships, ensuring seamless integration of partner services, and training partner teams to effectively use SmartTap's NFC payment and portal systems. The role is essential to the company's mission to make transport ticketing and digital payments seamless and accessible across Nigeria.



## Key Responsibilities:

### Partner Acquisition & Integration

- Identify, approach, and sign agreements with transport companies (e.g., intercity bus services, rail operators) and utility providers (airtime, data, electricity, cable TV).
- Manage the end-to-end onboarding process, from initial contact to integration and activation on the SmartTap platform.
- Support technical and operational teams during partner integration to ensure a smooth transition.

### Partner Training & Enablement

- Conduct comprehensive training sessions for partner and merchant staff on the use of SmartTap portal tools and NFC phone-to-phone payment features.
- Provide ongoing support and refresher sessions as needed.
- Create user guides, FAQs, and best-practice materials to enhance partner engagement and usage.

### Relationship Management & Support

- Serve as the primary liaison between SmartTap and partner organizations, maintaining strong and collaborative relationships.
- Gather partner feedback to help improve the SmartTap platform and customer experience.
- Work closely with the business development, operations, and technology teams to address partner needs quickly and effectively.

### Reporting & Target Achievement

- Achieve monthly and quarterly onboarding targets.
- Submit regular performance and progress reports to the management team.
- Monitor key metrics such as partner activation, transaction volumes, and service adoption rates.



## Qualifications and Experience:

- 3+ years of experience in partnerships, business development or B2B account management (preferably in the banking, fintech, payments, or transport sector).
- Excellent communication, negotiation, and presentation skills.
- Ability to work independently and achieve results in a fast-paced, target-driven environment.
- Familiarity with CRM tools, SaaS products, digital payment systems, ticketing platforms, or NFC technology is an advantage.

## Compensation & Benefits:

- Monthly Salary: ₦150,000
- Performance Incentives: Based on partner acquisition and revenue growth.
- Health Coverage: NHIS Health Insurance Plan.
- Professional Development: Ongoing training and skill development.

## Application Instructions

Interested and qualified candidates should fill out the form on [www.smarttaps.org/apply](http://www.smarttaps.org/apply)

Applications will be reviewed on a rolling basis until the position is filled.