

PART 1 (25%) [GROUP]

COMPANY GENERAL INFORMATION

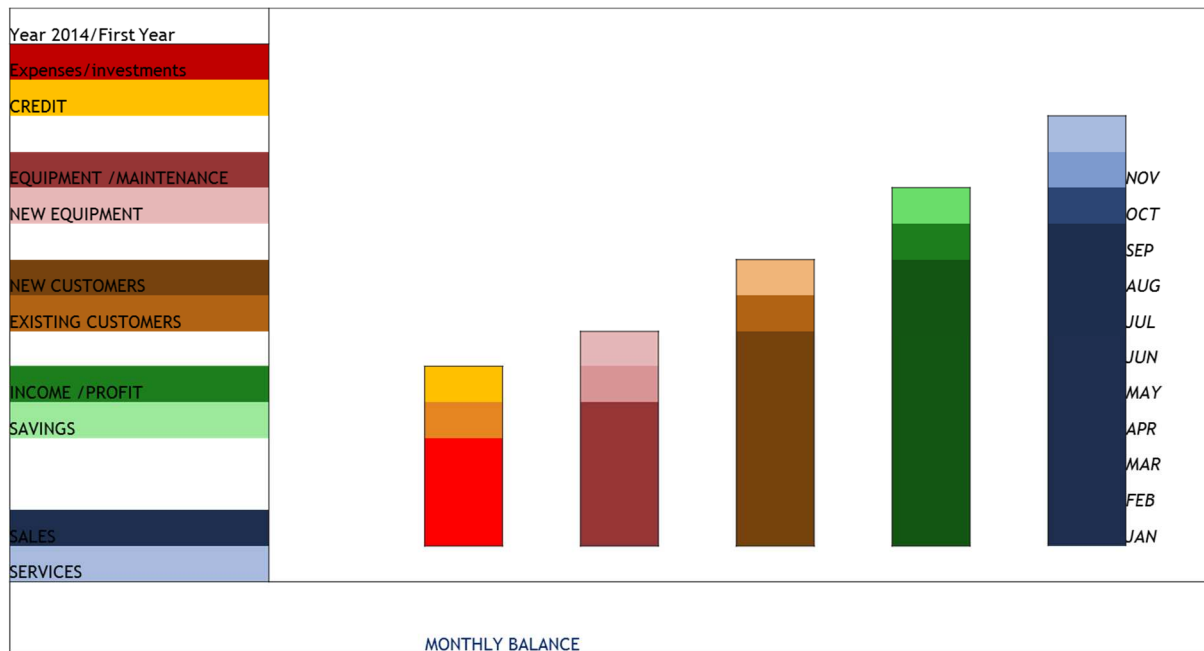
Spectrum Technologies

PLC (Private Limited Company)

IT Services Industry

We are a small/medium sized company and have a total of 30 employees

- Spectrum Technologies is a private I.T company based in Ireland, identified as a small business enterprise in a quaternary sector, we design infrastructures and provide technical support based on the cloud system to small and medium sized businesses. We employ around 30 staff to provide best support with a range of services such as Microsoft solutions, cloud computing, infrastructure software and hardware, maintenance and support. We also support a wide range of networked hardware and our security and management tools ensure that your ICT environment achieves the resilience and performance levels your business demands.
- For future our plans are to expand our business overseas creating dozens of new jobs and a filial Spectrum Technologies in the UK.
- Our resources are broadband, mobile and landline telecom solutions and technically competent personnel.
- Our target customers are small and medium sized businesses. We target these customers because at the moment our company is too small to facilitate bigger companies.
- In order to compete with our competitors, we make sure to deliver excellent quality service with a very attractive price. We can also offer a more personal and face to face interaction than some of our larger competitors.
- Companies to help us provide business function support are telecoms companies, couriers and office suppliers.
- Below is a list of our suppliers are
Red Hat, Inc – Linux Systems Supplier
Intel – Hardware and software supplier
Cisco Systems – Routers, Switches, networking, security supplier
Microsoft – Server and Cloud products, operating systems and various software
IBM – Software support
Lenovo – Office supplier
Office Depot – Office supplies
Oracle – software supplier



Department of Sales/ Marketing

Patrick McNamara.

Department is responsible for:

- Gaining new customers
- Advertising through social media, online and media
- Achieving sales targets

We have created this department to oversee how the company promotes our business and captures our best target audience

DEPARTMENT OF HUMAN RESOURCES:

Mylena Botosova

Department is responsible for:

- Identify hiring needs
- Prepare interviews
- Ensures understanding of collective bargaining agreements specific provisions with respect to filling of bargain unit positions.
- Monitors staff recruitment activity and ensures affirmative action/diversity guidelines are followed for searches within the organization.

We have created this department in order to manage and maintain staff levels, company policy and best practices

Department of Operations:

Aleksei Harlasov

Department is responsible for:

- Overall operations of IT department
- Provides all IT support to customers
- Keeps company up to date with latest technologies

We have created this department as this is our core business and we need this team to deliver all the products and services we provide

DEPARTMENT OF FINANCE:

Waldirleide S. Monteiro

Department is responsible for:

- Producing budgets
- Cash flow forecast
- Credit control
- Administering and recording payments in and out.
- Payroll

We have created this department to control all aspects of the companies finance.

Business Development Department:

Virgilio Querubim

Department is responsible for:

- Identifying new market and business opportunities
- To maintain an excellent client relationship with existing customers
- Work with internal teams to deliver outstanding presentation to capture new business

We have created this department for research purposes in order to develop new opportunities and keep up to date with latest technologies

