

CAREER OPPORTUNITY

Waumini Co-operative is a National fast growing Sacco based in Nairobi with a membership of over 26,000 spread across Kenya. The Sacco is registered by the Sacco Regulatory Body – SASRA. We intend to fill the position below on a 2 year renewable contract for our Nairobi Office.

REGISTRY ASSISTANT (1 POSITION)

Key Responsibilities

- ✓ Opening files for new members
- ✓ Filing and retrieval of files on request.
- ✓ Mailing and postage.
- ✓ Retrieval and archiving of closed files
- ✓ Preparing periodical reports.
- ✓ Preparing files for Loans Approval Committee.
- ✓ Scanning and photocopying of documents.
- ✓ Dispatching loan repayment schedules both in soft and hard copies

Qualifications

- ✓ Diploma in Archive and Records Management/Information Management.
- ✓ Degree in Records Management/Information Management will have an added advantage.
- ✓ Minimum 2 years' experience in archive and records management
- ✓ Knowledge in computerized accounting systems.
- ✓ Good analytical, communication, organizational and interpersonal skills
- ✓ High degree of integrity.

HOW TO APPLY

Interested applicants MUST fill the online application form available on the website www.wauminisacco.com; submit their current CV giving their day time telephone contact, three work related referees and a covering letter explaining how you meet the criteria for the role indicating the position applied for as the subject on the email to hr@wauminisacco.com on or before May 07, 2019.

NB. Please include the POSITION TITLE you are applying for in the subject line of your email.

- ❖ Only shortlisted candidates will be contacted
- ❖ Canvassing will lead to disqualification.
- ❖ Waumini Sacco is an equal opportunity employer.