



VACANCIES ADVERTISEMENT

Society Vision: To be the housing society of choice in Kenya.

Wanandegge Housing Cooperative Society Limited is a fully-fledged investment Cooperative Society that helps create wealth for its members through provision of quality and dynamic housing Solutions. The Society draws its membership from Kenya Airways and the general public, both groups and individuals. In order to achieve the planned growth, the Sacco is looking for qualified and competent persons to fill the following vacancies:

ACCOUNTS OFFICER

Job Summary

Reporting to the Manager, the job holder's key responsibilities will be:

- Updating Members Personal accounts.
- Filing of NSSF, PAYE, NHIF and other statutory deductions to ensure compliance.
- Disburse loans, refunds, withdrawals and all other payments to members' personal accounts.
- Monthly bank, creditors, branch and debtor's reconciliation.
- Process yearly dividend/interest.
- Prepare payment schedules.
- Post all receipts and payments in respect of ledger accounts.
- Follow up on debt recovery and risk classification.
- Implementation of accounting policies and credit policy manual.
- Preparation of payroll.
- Any other duty as may be assigned from time to time.

Key Qualifications

- Must have a Bachelor's degree in Bachelor of Commerce, Accounting option from a recognized university.
- Must have completed CPA Part II.
- Must be versed with Ms. Dynamics NAV.
- Must have 3 years working experience in reputable Sacco.

ADMINISTRATIVE OFFICER

Job Summary

Reporting to the Manager, the job holder's key responsibilities will be:

- Perform Administrative activities that support the fulfillment of the role & functions of the manager.
- Preparation and custody of Committee and Managers reports.
- Receive and direct visitors to the office of the manager.
- Manage office supplies and place orders.
- Organize a filing system for important and confidential company documents.
- Answer queries by employees and clients.
- Update office policies as needed.

- Maintain a company calendar and schedule appointments.
- Book meeting rooms as required.
- Distribute and store correspondence (e.g. letters, emails and packages).
- Any other lawful duty as may be assigned from time to time.

Key Qualifications

- A Bachelor's Degree in Business Administration/Commerce Marketing option
- Certificate in Office Management– added advantage
- Proven work experience as an Administrative Officer for at least 2 years.
- Solid knowledge of office procedures.
- Experience with office management software; MS Office (MS Excel, MS Nav and MS Word, specifically).
- Strong organization skills with a problem-solving attitude.
- Excellent written and verbal communication skills

SALES REPRESENTATIVES

Job Summary

Reporting to the Administrative Officer, the job holder's key responsibilities will be:

- To recruit new members into the Sacco.
- To market Sacco products and services to new & existing members.
- Keep records of sales & other relevant information and communicate the same to the office.
- To provide feedback to the Sacco on members issues and expectations.
- Gain a clear understanding of customers' businesses & requirements.
- Any other lawful duty as may be assigned from time to time.

Key Qualifications

- A Bachelor Degree in Business related field will be preferred.
- Diploma in business related field in combination with three years qualifying experience may be accepted in lieu of Bachelor's Degree.
- Professional qualifications in sales and marketing will have an added advantage.
- A minimum of two (2) year experience in sales and marketing will be a requirement.
- A person of integrity, team player and have effective communication skills.

Qualified applicants should send their **Application Letter** and **Detailed CV** to info@wanandegehousing.com on or before **Noon on 27th December 2018** indicating the position applied for as the subject line.

Only Shortlisted Candidates will be contacted.