



HAZINA

SACCO SOCIETY LTD

HEAD OFFICE: KIBERA ROAD OFF NGONG ROAD, BEHIND CITY OIL PETROL STATION

JOB RE-ADVERTISEMENT

We are a fast-growing National SACCO with a country-wide membership from Government Ministries and Parastatals, private organizations and individuals.

Hazina Sacco Society wishes to urgently recruit for the following positions: -

1. Administrative Secretary
2. Loans Recovery Assistant

1. ADMINISTRATIVE SECRETARY– 1 POST

Minimum Requirements

- Bachelor's degree in Business Administration or a related field from a recognized university.
- Minimum of five (5) years' experience serving in a similar capacity.
- KCSE C+ plus and above
- Diploma in Secretarial Services from KNEC is an added advantage.

Duties & responsibilities

- Provide administrative and secretarial support to the CEO's office and other departments as required.
- Maintain accurate and up-to-date CEO's diary
- Manage calendar, schedule appointments and co-ordinate meetings for the CEO
- Assist in scheduling and coordinating meetings, appointments and travel arrangements for the CEO and Board of Directors.
- Assist in the preparation and organization of meetings, including agenda creation, note taking and follow-up on action items.

- Act as liaison between CEO and internal /external stakeholders, ensuring messages are delivered clearly and promptly.
- Manage office correspondence including emails, files and phone calls, directing inquiries to the appropriate personnel.
- Ensure reports from departments are filed well ahead of Board meetings.
- Coordinate necessary logistics and the provision of meals and refreshments for events and meetings including Board meeting.
- Support in the preparation of reports, presentations, and other documents as requested.
- Maintain accurate records and organize documents in both physical and electronic formats.
- Ensure timely availability of office supplies for day-to-day operations of the CEO's office.
- Maintain confidentiality and exercise discretion when handling sensitive information. ▪ Perform any other duties as directed by the CEO

Job Competencies

- Excellent organizational and time management skills
- Strong communication and interpersonal skills ▪ Detail-oriented with a focus on accuracy.
- Ability to multi-task and prioritize effectively
- Professional demeanour with effective problem-solving abilities.
- Adaptability and flexibility to meet changing administrative demands

2. LOANS RECOVERY ASSISTANT – 1 POST

Minimum Requirements

- A Business-related Degree from a recognized University.
- Minimum of CPA Part 2
- At least two (2) years' experience in a similar position
- Qualification in credit management (CCP) and knowledge of Navision / proficiency in Ms Office with emphasis on Excel are an added advantage

Duties & responsibilities

- Monitor repayment schedules and follow up with members to ensure adherence to agreed-upon terms
- Contact delinquent members via phone, email or in person to discuss overdue loans.
- Negotiate repayment plans and arrangements tailored to members' financial situations

- Maintain accurate and detailed records of all interactions with delinquent members
 - Prepare and submit regular reports on recovery progress, including updates on outstanding debts, collections made and recovery rates
 - Provide prompt and courteous assistance to members
 - Address member inquiries related to loans recovery
 - Co-ordinate with external debt collection agencies to escalate recovery efforts
 - Ensure compliance with internal policies, procedures and regulatory requirements throughout the debt recovery process
 - Identify and report potential risks or issues that may impact loan recovery operations ▪
- Perform any other duties as directed by your supervisor.

Job Competencies

- Excellent communication and negotiation skills
- Basic understanding of credit recovery principles and practices
- Detail-oriented with a focus on accuracy
- Good interpersonal skills
- Ability to work with strict targets and deadlines

How to apply

Interested candidates meeting the above requirements should apply online by filling in the data form from the link..... <https://forms.gle/RBXrvPSHxyKweAum7>...After filling the data form, proceed and send an application letter with a detailed Curriculum Vitae (CV) to hr@hazinasacco.or.ke on or before 4th July, 2025. Only shortlisted candidates will be contacted.

Hazina Sacco is an equal opportunity employer.