



## **MZIMA SPRINGS NWDT SACCO**

— *Your Personal Anchor* —

### **Job Advertisement:**

#### **Position: Administrative and Operations Officer**

Mzima Spring Sacco is seeking a dynamic and motivated Administrative and Operational Officer to join our growing team. The person will be responsible for providing administrative support to ensure smooth running of the day to day office operations.

#### **Responsibilities:**

- **General Administration**  
Oversee day-to-day administrative tasks, including managing office supplies, handling correspondence, and maintaining a clean and organized workspace.
- **Member Services**  
Provide excellent customer service to Sacco members, addressing inquiries, processing membership applications, and maintaining accurate member records.
- **Meetings and Events**  
Coordinate and organize meetings, workshops, and events, including scheduling, venue arrangements, and preparation of meeting materials.
- **Record Keeping**  
Maintain accurate and up-to-date records, both physical and digital, ensuring confidentiality and compliance with organizational policies.
- **Financial Support**  
Collaborate with the finance department to assist in basic financial tasks, such as handling petty cash, preparing financial documents, and reconciling expenses.
- **Communication**  
Facilitate effective communication within the Sacco, ensuring that information is disseminated to relevant stakeholders in a timely and accurate manner.
- **Report Generation**



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Prepare regular reports for management, summarizing key administrative metrics and contributing to data-driven decision-making.

- Take up other responsibilities as assigned.

### **Qualifications:**

- Bachelor's degree in Business Administration, Secretarial Studies, or a related field.
- Certified Public Accountant part one is an added advantage.
- Proven two years' experience in administrative roles, preferably in a financial or co-operative setting.
- Strong organizational and multitasking abilities.
- Excellent written and verbal communication skills.
- Proficient in MS Office suite (Word, Excel, PowerPoint).
- Familiarity with Sacco operations and cooperative principles is an added advantage.

### **How to Apply**

Interested candidates should submit their resume and a cover letter explaining their suitability for the position to [mzimarecruitment@strathmore.edu](mailto:mzimarecruitment@strathmore.edu). Please include "Administrative and Operations Officer Application" in the email subject line. The deadline for applications is **14<sup>th</sup> January 2024**.

Mzima Spring Sacco is an equal opportunity employer. We encourage candidates from all backgrounds to apply. Only shortlisted candidates will be contacted.