

## SEPTEMBER 2024

### Relationship Officer

Unaitas Sacco Society Ltd is seeking to recruit dynamic, committed and responsible persons to fill the following position.

### Job Purpose

To contribute to the profitability of the branch by effectively achieving set sales targets through actively and proactively identifying sales opportunities. To keep the portfolio at risk at the acceptable minimum through actively following up on all clients for timely repayments; To deliver service excellence proactively and continuously to our customers.

### Main duties and responsibilities.

- Mobilizing deposits and growth of the loan book to grow the Sacco's portfolio.
- Growing customer numbers/base by selling Unaitas products to potential and existing clients while meeting individual and group targets monthly.
- Manage the portfolio quality of the various customers, analyze loan portfolios, monitor performance as well as identifying and mitigating risks.
- Responsible for customer acquisition, facilitation of loan application, appraisal, and approval.

### Qualification, Experience and Skills

- Minimum of C+ [Plus] in KCSE
- Degree from recognized Universities
- Minimum of 2 years' experience in relationship/Credit Management.
- Good track record of credit analysis and understanding of financial policies, procedures, and external regulations.
- Demonstrates a strong ability to establish and nurture positive relationships with customers.
- High degree of integrity Team player with excellent interpersonal and communication skills

If you meet the above requirements, we kindly invite you to submit your application and CVs in PDF Format via email to [hr@unaitas.com](mailto:hr@unaitas.com) by 7th September 2024.

*Unaitas Sacco Society Ltd is an equal opportunity employer. We value the diversity of individuals, ideas, perspectives, insights, values and what they bring to the workplace.*

*Only successful candidates will be contacted.*

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