

## SEPTEMBER 2024

### TELLER CLERK

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

#### Job Purpose

The job holder is responsible for the daily cash & non-cash transactions' postings and efficient delivery of quality services.

#### Main duties and responsibilities;

- Receiving, paying and reconciliation of cash and non-cash equivalent
- Daily postings of branch cash and non-cash transactions
- Maintenance of accurate records for easy tracking and retrieval
- Provision of excellent member service
- Preparation and presentation of comprehensive, timely and reliable daily reports.

#### Required academic qualifications;

- **Degree** from recognized Universities
- **C+ [Plus] and above** in KCSE

#### Other Requirements;

- Experience in a similar work environment maybe an added advantage
- Computer Literacy
- High degree of integrity
- Excellent member service skills
- 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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