



*Serving rural Kenya*  
P.O. Box 82120 Mombasa Tel: 041 – 2492598  
E-mail: info@[yehu.org](mailto:info@yehu.org)

## **ADVERTISEMENT FOR POST OF OFFICE ASSISTANT**

**Position Title:** Office Assistant (5 positions)

**Reporting to :** Branch Manager/Assistant Branch Manager/AO/HRO

**Work Location :** Coast province

### **Key Specific Responsibilities**

1. Exemplify and promote adherence to organizational values, code of conduct, policies and procedures as outlined and as guided by management from time to time.
2. Receive, sort and distribute incoming mail-Receipt and issue of branch requests for processing and returns
3. Ensure that the Front office is tidy and presentable for organizational image at all times.
4. Receiving and recording of bank slips from clients
5. Keeping updated filing records as guided by the supervisor
6. Timely updates on current issues
7. Maintains a tidy and clean kitchen and washroom at all times and the overall cleanliness of the organization's premises.
8. Maintains the general organization of the office.
9. Performs all manner of photocopying and typing of documents, reports and correspondences for office use.
10. Prepares tea for staff, serves the tea and cleans the utensils.
11. Performs general office errands as requested such as going to the post office and bank.
12. Fulfills any other duties and responsibilities that may be assigned by the supervisor/or management.

### **Key Qualifications**

- Minimum qualification: Certificate in Business Management/any relevant/related course
- Certificate of Secondary School Education, minimum of D+ and above
- Ability to communicate and write in English and Kiswahili
- Competent computer skills including MS Office or equivalent
- Internet skills including use of e-mails, group messaging and data collection
- Previous office experience may be an added advantage

## **Key Competencies**

- Organization and planning skills
- Work management and prioritizing skills
- Verbal and written communication skills
- Ability to multi task and pay attention to detail
- Self-management skills

Address applications with updated CV, supportive copies of certificates and testimonials to reach the address provided below on or before 25<sup>th</sup> May 2016.

**The Chief Executive Officer**

**Yehu Microfinance Services Limited**

**P.O. BOX 82120-80100**

**MOMBASA**

**Or you can also email the applications through [info@yehu.org](mailto:info@yehu.org) / [hr@yehu.org](mailto:hr@yehu.org)**