



P.O. Box 83-10300, KERUGOYA.  
Cell Phone: 0724 256461,  
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Date: 24<sup>th</sup> October 2024

## VACANCY ANNOUNCEMENT - ACCOUNT ASSISTANTS.

Ollin Sacco Society Limited is a Licensed Deposit taking Sacco, with its Membership spread across all the 47 counties and beyond. The Sacco wishes to recruit qualified, result oriented and proactive individuals to fill the positions of **Account Assistants** on a renewable contract basis.

### Qualifications, Skills and Experience.

- (1) Applicants must be holders of KCSE mean grade C+ and above.
- (2) Must be holders of Bachelor's Degree in Business related field from recognized universities. **(B-COM holders will have an added advantage).**
- (3) Must be holders of at least CPA part II or its equivalent.
- (4) They must be computer literate with a bias in accounting based packages.
- (5) Must have at least 2 years work experience in a similar capacity in a busy financial institution.
- (6) Must have excellent communication skills and good interpersonal relations.
- (7) Must be a team player.
- (8) Must be between 25 – 35 years of age.

Candidates who meet the above requirements should forward their **hand written applications** enclosing copies of their national identity card, academic and professional certificates, testimonials, valid certificate of good conduct or proof of application for the same, detailed curriculum vitae with names and contacts of at least three referees and expected remuneration to the undersigned not later than **Wednesday, 13<sup>th</sup> November 2024 at 4.00 p.m.**

**Only successful candidates will be contacted.**

THE CHIEF EXECUTIVE OFFICER  
OLLIN SACCO SOCIETY LTD  
P. O. BOX 83 – 10300  
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## VACANCY- SALES EXECUTIVES

Ollin Sacco Society Limited is Licensed Deposit taking Sacco, with its Membership spread across all the 47 counties and beyond. The Sacco wishes to recruit qualified, result oriented and proactive individuals to fill the positions of **Sales Executives** on a renewable contract basis.

### Qualifications, Skills and Experience.

- (1) Applicants must be holders of KCSE mean grade C Plain and above.
- (2) They must have at least a diploma in Sales and Marketing or an equivalent professional qualification from recognized institutions.
- (3) They must be computer literate.
- (4) Must be between 25 – 35 years.
- (5) Must have at least 2 years experience in a similar capacity in a busy financial institution.
- (6) Must be a team player.
- (7) Must have a clean valid Motor Vehicle Driving license.

Candidates who meet the above requirements should forward their **hand written applications** enclosing copies of academic and professional certificates, testimonials, valid certificate of good conduct or proof of application for the same, ID Copy, detailed curriculum vitae with names and contacts of at least three referees and expected remuneration to the undersigned not later than **Wednesday, 13<sup>th</sup> November 2024 at 4.00 p.m.**

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