



**IG SACCO PLAZA, KHALISIA ROAD 3,
P. O. BOX 1150, 50100 KAKAMEGA- KENYA**
TEL/NO. 056 – 30864, Mobile 0726340851 OR 0736333334,
Email: info@igsaccoltd.co.ke. Website: www.igsaccoltd.co.ke

JOB DESCRIPTION

JOB TITLE: TELLER

Overall Responsibility

The job holder will be responsible in ensuring smooth execution of teller services at the Head Office and Branch by providing day to day over the counter transaction service to Sacco members.

Key responsibilities

- Carry out over the counter transactions in terms of cash/cheque according to the laid down Policies and Procedures.
- Maintain authorized cash limit for a Teller when performing tellering roles.
- Ensure daily reports are captioned and reconciled as per the schedule of reports.
- Prompt reporting on cash limits and timely clearance of excess cash.
- Ensure cash security policy and procedure is adhered to.
- Comprehensively and satisfactorily attend to all customer's/member's inquiries.
- Providing feedback to management on improving the efficiency of the customer service process.
- Ensure all member/customer personal details are properly captured and updated within the system as per the Policy before any transaction is done.

Minimum Requirements.

- Diploma in Finance/Accounting/Banking/Co-operative Management/ Business Administration (Accounting or Finance) or any relevant business related qualifications from a recognized institution.
- Proficiency in computer applications.
- Any relevant professional qualification will be an added advantage.

Desired Skills and Competencies:-

- A person of integrity, high ethical standards and professionalism.
- Excellent communication and interpersonal skills.
- Good customer service skills.
- Good Planning and organizational skills.

Interested applicants who meet the prerequisite requirements should send their application letters together with an updated CV, Copies of their National ID, certificates and testimonials to the email or postal address below. Applications to reach us on or before **Friday 5th September, 2025.**

**THE CHIEF EXECUTIVE OFFICER,
INVEST & GROW (IG) SACCO SOCIETY LTD
IG SACCO PLAZA, KHALISIA ROAD 3,
P.O. BOX 1150-50100, KAKAMEGA- KENYA.**

or

careers@igsaccoltd.co.ke

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

NOTE: Invest & Grow (IG) Sacco Society Limited is an Equal Opportunity Employer.

“Our Investment, Our Growth”