



.....Empowering members for life

VACANCIES ADVERTISEMENT

Society Vision: To redefine financial wellness

Stima DT Savings and Credit Cooperative Society Limited (Stima Sacco) is a leading countrywide, fast growing and licensed DTS (Deposit Taking Sacco). In order to achieve the planned growth, the Sacco is looking for a qualified and competent person to fill the following vacancy:

DEBT RECOVERY ASSISTANTS (ONE YEAR CONTRACT)

Reporting to the credit control officer, the assistant debt recovery officer is responsible for monitoring loans, analyzing accounts in default/arrears and recommending the appropriate action plan for recovery, collection of loans, negotiating payments and handling of enquiries.

Key Responsibilities:

1. Loan portfolio monitoring and collection.
2. Contacting debtors to inquire of their payment status via calls, conducting visits
3. Collecting outstanding debts from members and achieve collection targets.
4. Ensuring timely preparation and release of demand notices to members whose loans are overdue.
5. Negotiating payoff deadlines and repayment plans.
6. Working closely with the external debt collectors.
7. Providing regular performance reports.
8. Extracting, confirming and transmitting CRB information to licensed Credit Reference Bureaus.
9. Responding to members' queries and complaints.
10. Any other duties that may be assigned from time to time.

Qualifications

- Diploma in a business related field from a recognized institution.
- Minimum of 2 years' experience in debt collection within the financial service industry.
- Fully conversant with lending in the Kenyan business environment.
- Qualifications in Credit Management/Debt Collection will be a definite advantage.
- Excellent negotiation and communication skills.
- Experience in working with targets and strict deadlines.
- Good planning, analytical and monitoring skills.

- Proficiency in computer applications.

Terms of employment

One-year contract; renewable based on performance.

Qualified applicants should send their **Application Letter** and **Detailed CVs** to

Debtrecoveryassistant@stima-sacco.com on or before 5pm on **5th September 2019** indicating the position applied for as the subject line.

Only Shortlisted Candidates will be contacted.