



EXTERNAL ADVERTISEMENT

RECORDS MANAGEMENT ASSISTANT

Job Summary

Responsible for providing support in the effective management of archives and information resource's function in the Society. In addition, the job holder is responsible for ensuring that the Sacco records and documents are digitized, organized and easily accessible.

Key Tasks and Responsibilities

- a) Assist in collecting, reviewing, assessing, and disseminating Sacco's Records/information, correspondence, and other documentation.
- b) Maintaining electronic and required paper archives of all existing and subsequent documentation.
- c) Review paper/electronic archives for permanency and historical value.
- d) Organizing paper or electronic files, tracking them electronically, to include information and document indexing, scanning, labeling, bar coding, and filing.
- e) Providing monthly reports and other status reports as required.
- f) Attending and participating in select scheduled and unscheduled meetings exhibiting strong clients focus and commitment to continuous improvement, ability to proactively network and establish productive relationships.
- g) Receiving and sorting Saccos' data in paper and electronic format including, but not limited to records of transactions, correspondence and branch documentation.
- h) Responding to requests for statements, checks, and various member documents from branch and department personnel.
- i) Work with internal lawyers/security personnel and law enforcement entities in producing requested records for subpoenas, Tax Summons and or Search Warrants.
- j) Receiving, sorting and distributing all incoming branch and departmental mail, including interoffice documents.
- k) Monitor mail desk activity, postage counts, couriers, machine/equipment supplies, etc.
- l) Ensuring confidentiality of member/staff/stakeholders' Records/documents
- m) Maintaining departmental target averages in scanning, validation, and request processing.
- n) Learning and following information management legislation.
- o) Maintaining records for compliance.
- p) Lifting file boxes.
- q) Creating and reviewing records management tools/instruments e.g., inventory lists, registers, maps, calendar etc.
- r) Data entry.

PERSON SPECIFICATIONS

- a) Technical skills.
- b) Ability to communicate.
- c) Report writing skills.
- d) Numeric skills.

Academic Qualifications

- a. A minimum of a bachelor's or equivalent degree in Records Management or a related field.
- b. Relevant Diploma/Higher Diploma.

Experience

- A minimum of Two (2) years of experience in Records Management role preferably in the financial space

Knowledge, Skills and Attributes

- a) Communication and interpersonal skills
- b) Familiarity with uninvoiced, standardized work procedure
- c) Organization Skills
- d) Attention to detail.
- e) Data entry proven experience, as well as keyboarding and accuracy.
- f) Candidate will be required to wear closed-toed footwear.
- g) Able to work independently.

Key Result Areas

- a) Well maintained filing system and registry.
- b) Improved customer satisfaction index.

Qualified applicants should apply on or before 5pm on Sunday, 19th November 2023 using the link provided

Only Shortlisted Candidates will be contacted