



P.O.BOX 1124 - 01000, THIKA. TEL: 0714 479004, 0716, 902160

[info@azimasacco.co.ke](mailto:info@azimasacco.co.ke), [www.azimasacco.co.ke](http://www.azimasacco.co.ke)

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### **CAREER OPPORTUNITY:**

Applications are invited from suitable and qualified Kenyan citizens for the vacant position of: -

#### **ASSET FINANCE LOANS OFFICER.**

This role will be responsible for the appraisal, disbursement, repayments and recovery processes of the Asset Finance loan products within the framework of the Asset Finance Lending policy and as directed by the relevant authorities within the Sacco.

#### **Experience and Qualifications.**

- a) Bachelor degree in Business Administration, Marketing or Business-related field.
- b) Must have at least five (5) years' experience in a similar position.
- c) Experience in marketing, Micro-finance and Asset Finance will be an added advantage.
- d) Experience in a Sacco lending environment will be an added advantage.
- e) Proficiency in MS Word and MS Excel.
- f) Aged 30-45 years.

#### **Roles and responsibilities.**

- a) Act as the contact person for all inquiries from potential and existing Clients in respect to Asset Finance products.
- b) Evaluate credit worthiness by processing loan applications and documentation within specified limits.
- c) Interview applicants to determine financial eligibility and feasibility of granting loans.
- d) Conduct pre-assessment of members' financial position prior to loan disbursement.

- e) Build trust relationships, customer loyalty and satisfaction throughout the Loan period.
- f) Determine all applicable ratios and metrics and set up repayment schedules.
- g) Complete loan contracts and counsel clients on policies and restrictions.
- h) Maintain and update asset finance loan records.
- i) Operate in compliance with laws and regulations and adhere to lending compliance guidelines.
- j) Prepare and submit reports on performance analysis of asset finance loans in accordance with the Sacco reporting procedures.

**NB: This position will be reporting to Credit Manager**

**Application Instructions:**

Interested candidates should submit their cover letter, Curriculum Vitae, professional and academic certificates in **one pdf file** indicating the current and expected salary to [careers@azimasacco.co.ke](mailto:careers@azimasacco.co.ke) on or before **21<sup>st</sup> November, 2023** by 5:00p.m. Indicate the Job title as the email subject.

All applications should be addressed to;

The Chairman,  
Azima SACCO Society Limited,  
P.O.BOX 1124 – 01000.  
**THIKA.**



- Canvassing will lead to automatic disqualification and only shortlisted applicants will be contacted.

**DATED: - 6<sup>th</sup> November 2023.**