



NYATI HOUSING CO-OPERATIVE SOCIETY LIMITED

South B, Mukoma Road, P.O. Box 7601 - 00200 Nairobi

Odyssey Plaza, 2nd Floor, Tel. (020)-6990000; 0711593190; SMS Code 40102

Email; Info@nyatisacco.co.ke web: www.nyatisacco.co.ke

Office Administrator Nyati Housing Co-operative

Overall Purpose of the Job

Responsible for the overall affairs of the Society including Operations, Sales and Marketing, financial reporting, cash flow management and managing projects based on research and guiding the Manager and the Management Committee in making sound business decisions in the long and short term

Responsibilities

- Handle customer queries and field calls
- Providing information and support to the clients related with account statements, sale agreements and transfer and varied transactions.
- Identifies new business opportunities by identifying new prospects
- Sells company products by establishing contact and developing relationships with existing customers (to gain repeat business wherever possible) and potential customers via telephone call, emails and in person.
- Maintains relationships with clients by providing support, information, and guidance and recommending new products;
- Presents the product or service favorably and in a structured professional way
- Accurately confirms available products, their minimum prices and discounts to ensure no customer complaints, confusion or disagreement arise as a result of double allocation or giving the wrong pricing.
- Sustaining rapport with client's accounts by making periodic visits, sharing updated statements, offer letters, Sales agreement and collection of required documents.
- preparation of accurate management reports
- To ensure that all projects are appraised and project budgets are adhered to as provided
- Track the company's financial status and performance to identify areas for potential improvement
- Ensuring value for money in project undertaken by the society
- Ensure proper management of cash flow

Your Investment Partner

- Analyze and review budgets and expenditure
- Manage productive relations with suppliers, regulators, bankers and auditors

Qualifications

- Degree in any business-related course
- At least 2 years' experience in Business Management in Real estate sector
- Good presentation skills
- Good communication skills
- Computer literate Excellent PR
- Demonstrated professional competence and administrative capability
- Financial and Accounting knowledge will be added responsibility

How to Apply

Interested candidates should email their application letter accompanied with a detailed CV clearly indicating their current and expected salary to the following email address: jobs@nyatisacco.co.ke before or on **30th June 2020**

Only shortlisted candidates will be contacted.