



# ASILI SACCO SOCIETY LTD.

REGISTRATION NO. 2077 UNDER CO-OPERATIVE ACT

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All correspondence to Hon. Secretary

Our Ref. No. **A/HR/VOL.I/(22)**

Date: **16<sup>th</sup> September, 2024.**

Your Ref. No.

## **JOB OPPORTUNITY: RIDER CUM DRIVER AT ASILI SACCO**

**Location:** Nairobi

**Job Type:** Full Time

**Experience:** Minimum 3 years.

Asili Sacco is seeking a competent and experienced driver come rider to join our team. The ideal candidate will possess a valid driver's license with classes BCEFGD1 and have a strong track record in safe and efficient driving.

### **Key Responsibilities:**

- i. Safely transport authorized personnel, documents, and goods to various locations.
- ii. Manage routine vehicle maintenance, including checking oil, water, battery, brakes, tires, and performing minor repairs.
- iii. Ensure the cleanliness and upkeep of the vehicle.
- iv. Log all official trips, including mileage, fuel consumption, and maintenance activities.
- v. Adhere to all traffic regulations and safety standards.
- vi. Assist with minor administrative tasks, such as deliveries and collections from local suppliers.
- vii. Deal tactfully and professionally with directors, staff, and visitors.
- viii. Apply sound judgment in all assignments and ensure compliance with company policies in the event of an accident.
- ix. Preparation of tea and in charge of board room.

### **Qualifications:**

- i. Valid Kenyan Driver's License (Class BCED1FG).
- ii. KCSE certificate.
- iii. A minimum of 3 years of driving experience with a clean driving record.
- iv. Knowledge of vehicle management, including minor repairs and maintenance.
- v. Competence Certificate is an added advantage
- vi. Computer skills is an added advantage.

**How to Apply:** Interested candidates are encouraged to submit their applications along with a detailed CV to [info@asilisacco.coop](mailto:info@asilisacco.coop) Applications should be received no later than **15<sup>th</sup> October 2024.**

Join Asili Sacco and contribute to our commitment to providing outstanding services to our members!

  
GRACE ALINYO  
**Chief Executive Officer**

