



ASILI SACCO SOCIETY LTD.

REGISTRATION NO. 2077 UNDER CO-OPERATIVE ACT

Asili Co-op. Centre, Lower Ngara Rd, Opp. Arya Boys H. Sch. P.O. Box 49064-00100 Nairobi

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All correspondence to Hon. Secretary

Our Ref. No. **A/HR/2/2025**

Date: **17TH JAN. 2025**

Your Ref. No.

JOB ADVERTISEMENT: RECORDS ASSISTANT

REGISTRY DEPARTMENT

Location: NAIROBI

Engagement Terms: Full-time

Asili DT Sacco is seeking a **Records Assistant** to join our **Registry Department**. The ideal candidate will be responsible for efficient records management, ensuring proper filing, retrieval, and archiving of Sacco documents.

Key Responsibilities:

- Maintain and update physical and digital records in compliance with Sacco policies.
- Ensure secure storage, easy retrieval, and proper disposal of documents.
- Digitize records and manage electronic document filing systems.
- Support audit and compliance checks by providing necessary records.
- Handle confidential information with discretion and professionalism.

Qualifications & Experience:

- Diploma or Degree in Records Management, Information Science, or a related field.
- Minimum **2 years** of experience in a **registry or records management role**.
- Proficiency in digital records management systems and MS Office.
- Strong organizational skills and attention to detail.
- Knowledge of data privacy and records retention policies.

How to Apply:

Qualified candidates should send their applications, including a detailed CV and relevant certificates to info@asilisacco.coop, with the subject line "Records Assistant" by **5th February 2025**

Maurine Chesang.

Human Capital Officer.

