JOB ADVERTISEMENT.

TELLER.

Job Profile:	
Job Title:	Teller.
Reports to:	Branch Manager.
Location:	Dimkes DT Sacco Branches.
Work Pattern/Hours:	As per the Sacco's HR Policy-Full time.
Start date:	Immediately.

Key Responsibilities:

- Cashiering i.e. Cash and cheque deposits, Loan repayment, withdrawals, In-house cheque transfers and cash balancing.
- Account opening for new customers as per KYC guidelines.
- General customer service.
- Loan appraisals in the absence of a credit officer.
- Office filing and record keeping.
- Marketing Sacco products in and outside the workplace.
- Receiving and solving customer complaints.
- Ensuring that customer accounts are updated with the necessary details.
- Daily journal posting.
- Answering calls from customers and ensuring that the caller is fully satisfied.
- Compliance with KYC and AML guidelines.
- Ensure accurate and timely reports are submitted to the branch manager.
- Any other duty assigned by the supervisor.

Ideal Job Holder Specifications:

Academic:

- Degree in business related field.
- Professional Certifications an added advantage.

Desired Work Experience:

- At least Two (2) years' working experience.

Attributes:

- Excellent interpersonal Skills.
- Excellent Communication Skills.
- Strong analytical Skills.
- Good-decision making Skills.
- Good listener.

How to apply;
• Application should be submitted through careers@dimkessacco.co.ke by **23rd February 2026.** Only shortlisted candidates will be contacted. • Clearly indicate your **Current** and ***Expected salary*** in the cover letter **(Mandatory).** Also indicate the **position** applied on the **subject line**. • Successful candidates must fulfill the requirements of chapter six of the constitution of Kenya 2010.