



Job Description

Office Assistant, Unifi Credit Uganda

Title:	Office Assistant
Remuneration:	TBA depending on candidate experience
Start date:	February 2023 onwards
Place of work:	Main Street – Jinja, Uganda
Reporting to:	Assigned Branch Manager
Requirements:	Uganda Advanced Certificate for Education

About

Unifi is a fast-growing multinational fintech company that specialises in personal lending products with the goal of making our clients' lives easy!

The Role

We are looking for a candidate that will support the branch team as an Office Assistant. The ideal candidate must combine a variety of skills including time management, general organisation, task prioritization, customer service, problem solving, teamwork. The candidate must possess a minimum UACE certificate. Any previous office experience may be requested but this can also be entry-level position. Possession of a valid motorcycle license and valid manual transmission driving licence is preferred but not required. Should be willing to learn/ride a motorcycle or drive a manual transmission vehicle.

Responsibilities

1) Operations

- a) Provide a high-quality cleaning service that includes tasks such as, mopping, dusting, emptying bins, and polishing surfaces.
- b) Keep office area clean and tidy.
- c) Greet public and clients, ensure Covid guidelines are followed, direct them to the correct staff member and manage queues in the branch.
- d) Coordinate messenger and courier service including delivery of demand letters
- e) Maintain office filing and storage systems.
- f) Perform work related errands as requested such as purchase client gifts, go to post office and banking.
- g) Notify administration when materials are running low so that they can be ordered centrally.

1) Other

- h) Be a brand ambassador and ensure the right image is projected of the brand at all times.
- i) Maintain thriving relationships with colleagues, customers and stakeholders.
- j) Make Unifi a fun place to work!

Apply with curriculum vitae attached to: careers@ug.unifi.credit

Deadline to apply: 30th January 2023