



KENTOURS REGULATED NON-WDT SACCO SOCIETY

P.O. Box 79333-00200 Nairobi, Kenya. Tel. 0709 309 000 · Cell: 0722 968 596 or 0733 667 596
Website: www.kentours.co.ke. Email: info@kentours.co.ke

Date: 29th April 2025

RE: POSITION OF MARKETING ASSISTANT

Kentours Sacco Society Ltd is a non-WDT Sacco registered in 1984 and regulated by the Sacco Societies Regulatory Authority (SASRA). The SACCO has an open membership of about 4,000 spread countrywide.

We're seeking a results-driven Kenyan citizen to support a range of marketing initiatives for the Sacco.

Employment Terms

This is a six (6) month contract engagement, renewable upon satisfactory performance. Compensation will consist of a fixed monthly retainer plus a variable incentive tied to agreed targets.

Duties

The Marketing Assistant will be responsible for:

- Implementing the Sacco's marketing plans
- Identifying and recruiting of new members through direct marketing
- Promoting Sacco products and services to current and prospective members
- Educating members on Sacco matters
- Building and maintaining strong relationships with current, past and potential members
- Preparing and presenting relevant reports to the management
- Any other duties that may be assigned.

Qualifications and skills

- Academic/professional qualification in marketing or related fields.
- Good working knowledge of MS Office packages
- Strong interpersonal and communication skills
- Proven work experience in marketing or related fields
- Highly motivated and target-driven
- Time management and organizational skills
- Ability to create and deliver presentations tailored to the audience needs.

Applications should be accompanied by an up-to-date curriculum vitae, copies of academic & professional certificates, recent passport size photograph, a copy of the National Identity card and certificate of good conduct or proof of application. Applications may be hand-delivered, e-mailed to info@kentours.co.ke or sent via postal mail and addressed to:

The Chief Executive Officer,
Kentours Regulated non-WDT Sacco Society Limited,
Commodore Office Suites, Kindaruma Road, Kilimani,
P. O. Box 79333 – 00200,
Nairobi.

Applications should reach us not later than Friday, 9th May 2025 at 4.30 pm.

Only shortlisted candidates will be contacted.

Thank you.

Philip Muchiri
Hon. Secretary