



Invest & Grow

Biblia Housing Co-operative Society Ltd

**Kamirembe Place, 1st floor, Adjacent to Eastlands Hotel, Ring Road, Kilimani,
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Email: info@bibliahousing.com Website: www.bibliahousing.com**

MARKETING AND ADMINISTRATION ASSISTANT BMA 01/07/2026

Biblia Housing Cooperative Society Ltd (BHS), a medium-sized Society with membership from a large number of Christian organizations seeks to engage a qualified and self-motivated individual on a short-term contract as a Marketing and Administration Assistant whose duties and qualifications are as below:

Reporting: The position reports to the Assistant Accountant

A. JOB PURPOSE

This role provides supports in marketing Biblia Housing products/plots, recruitment of new members and provide administrative and customer service support within the office.

B. KEY RESPONSIBILITIES

- a) Market and promote Biblia Housing products and services, recruit new members, and follow up prospective clients to achieve sales targets.
- b) Assist clients and members in identifying and viewing available properties and respond promptly to enquiries.
- c) Conduct market research, customer satisfaction surveys, and recommend service improvements.
- d) Manage the Society's digital platforms, social media content, newsletters, and other marketing communication materials.
- e) Coordinate promotional activities, exhibitions, member engagement events, and corporate branding initiatives.
- f) Receive, attend to, and resolve customer enquiries and complaints professionally while maintaining excellent customer relationships.
- g) Maintain accurate customer records, correspondence, filing systems, and marketing databases for easy retrieval.
- h) Prepare timely reports on marketing performance, customer feedback, member recruitment, and other assigned activities.
- i) Assist in receipting customer payments, updating customer and plot records, and providing administrative support to the Assistant Accountant.
- j) Support general office administration, data entry, document preparation, and records management.
- k) Perform any other duties as may be assigned from time to time.

C. KNOWLEDGE, SKILLS, AND EXPERIENCE REQUIRED

- a) KCSE Mean Grade of C
- b) Diploma in Business related field –, Marketing, Front Office Management, Public Relations, Communication, Customer Service, or equivalent
- c) At least one (1) year of work experience in a similar role
- d) Experience in a busy reputable financial institution will be an added advantage.
- e) Certificate or training in Accounting, Bookkeeping, or CPA Part I will be an added advantage
- f) Accounting knowledge in Microsoft Dynamics 365 will be added advantage.

Other Competencies:

- a) A person of unquestionable integrity
- b) Strong organizational and prioritization competence, with attention to detail.
- c) Proactive attitude and ability to take initiative and work independently.
- d) Strong multitasking, time management, and target-achieving skills.
- e) Clear understanding of the Public Relations Code of ethics.
- f) Proficient in Microsoft Office, content management systems, and social media platforms.
- g) A good team player.
- h) Strong interpersonal skills and outgoing personality.
- i) Superior oral and written communication skills as well as strong listening skills.
- j) Customer-oriented attitude with professionalism.

D. PERFORMANCE STANDARDS

- a) Number of member's recruited
- b) Timely implementation of customer satisfaction survey recommendations
- c) Good customer handling and relations
- d) Number of Plots sold
- e) Proper filling of correspondences for storage and easy retrieval
- f) Accuracy in receipting customer payments

Application:

Application letter must be accompanied with a detailed CV, copies of academic, professional certificates and a recommendation letter from your pastor.

Kindly fill in the Google form below on or before the close of business on 21st August 2026.

<https://docs.google.com/forms/d/e/1FAIpQLSdlVCM4pyjew7rSSRmzabNR3i9cFqBOLs2kTwIjZbv7IfJRuQ/viewform?usp=preview>

Only short-listed candidates will be contacted.