

Associate, Teller (Bomet, Garissa, Green span, Karatina, Kiambu, Lamu & Machakos Branch)

Kenya Operations - Nairobi, NAIROBI

Job Purpose:

The position is responsible for processing cash receipts, cash payments, cheque receipts and VAT payments as well as prepaid and multi-currency cards, credit cards and in-house cheques accurately to achieve good customer service, quick transaction turnaround time while offering the best service, mitigating the risks such as cash shortages and adhering to standard operating procedures.

Key Responsibilities:

- Process customer transactions.
- Process in-house cheques.
- Receive outward cheques, VAT and PAYE payments.
- Process card payments such as Prepaid, Multi-currency and Narada Card.
- Carry out daily call backs and filing.
- Cross- sell the Bank's products.
- Handle customer enquiries.
- Balance cash daily in the till with the system and observe intra - day and end of day cash limits.

Academic Qualifications:

- Bachelor's degree in a Business-related course from a recognized institution.
- Part completion of CPA (K), ACCA or its equivalent.

Work Experience.

At least one-year relevant experience.

Skills & Attributes

- Excellent communication and interpersonal skills.
- Strong planning and organization skills.
- Ability to work within a team.

If you believe you meet the above requirements log onto our website www.imbankgroup.com/ke and click on careers and apply for the position. Your application should reach us as soon as possible but not later than 22nd February 2026.