



Consolidated Bank of Kenya Ltd is Kenya's SME bank of choice that provides flexible financial solutions that support our customers in achieving success. The Bank is well positioned, with presence in majority of the country's business hubs to continually offer pleasant and convenient services. We seek to recruit a high caliber, results oriented and self-driven individual to fill the position of **Premises Assistant**

PREMISES ASSISTANT

Job Type

Pensionable

Job Purpose

Reporting to the Administration & Facilities Manager, the Premises Assistant will be responsible for ensuring the highest quality of premises maintenance in order to ensure smooth running of the Bank's operations.

Key Responsibilities

- Organize and carry out maintenance duties to ensure the general upkeep and maintenance of the building.
- Building inspection and report writing on quarterly/regular basis.
- Ensure cleaning, fumigation and hygiene standards are met by the service provider at the Bank's premises.
- Organize for the renewal of the Bank's licenses and collect Bank's licenses/ invoices.
- Ensure all licenses, business permits and land rates for the premises are up to date.
- Oversee the operation of service providers on their maintenance programs and the routine inspection of the premises; ensure that urgent, minor repairs are carried out.
- Carry out routine evaluation of service providers' performance.
- Monitor and track the flow of Bank assets.
- Lead and participate in the organization and movement of furniture and equipment within the premises.
- Co-ordinate all furniture repairs within the Bank premises.
- Ensure the responsible operation, care and maintenance of the generator, lifts and other equipment and tools associated with caretaking, cleaning and maintenance work so that proper safety standards and requirements are applied.
- Co-ordinate all maintenance schedules for all equipment within the Bank.
- Co-ordinate with the outsourced Caretaker in sourcing of suitable tenants, advertising of vacant space and keeping records of tenancy reports.

- Co-ordinate on boarding of new tenants including issuance of letters of offer and lease settlements in co-ordination with the outsourced tenancy management firm.
- Ensure that the rents receivables are tracked and paid promptly and monitor to ensure that caretakers/rent management company delivers their mandate.
- Ensure monthly meter readings for all occupants in the building are done and billed accordingly. (Water and Electricity).
- Ensure routine premises inspection and regular attendance to plumbing issues.
- Routine arming, opening and closing of premises.
- Co-ordination of Occupational Safety and Health activities.

Qualifications and Competencies

- Should possess a minimum of Craft Certificate in either Building Construction, Plumbing, Electrical Engineering or any other relevant field.
- Should have minimum of two years' relevant experience.
- Should have good understanding of and ability to apply relevant regulations.
- Should possess good communication and interpersonal skills.
- Proficiency in computer applications.
- Excellent team player, helpful, friendly, and willing to undertake extra tasks (as and when necessary).
- Strong commitment to providing a high-quality service.
- The ability to communicate tactfully and effectively with people at varying levels.
- Willing to work varied shift patterns and be on call for emergencies.
- Professional appearance, attitude, and communication.

Method of Application

Please note that applications with the position applied for clearly indicated on top of the envelope together with a detailed Curriculum vitae and copies of academic and professional certificates, should be **HAND DELIVERED** or sent through **COURIER/POST OFFICE** to the Bank's Head Office located at Consolidated Bank House, Koinange Street, 6th Floor on or before **Friday, 30th January 2026** at 5.00 pm and addressed to:

The Head of Human Resources
Consolidated Bank of Kenya Limited
P.O. Box 51133 - 00200
NAIROBI

Consolidated Bank of Kenya Limited is an equal opportunity employer.