

VACANCY ANNOUNCEMENT

Vacancy Title: **Cashier / Receptionist (3)**

Organisation World Trumpet Mission, Located at the Nation's Prayer Mountain, Seguku Uganda.

Contract Type: 1 year, renewable.

Contract Type: Full time.

Job Summary

The overall responsibility of the Cashier/Receptionist is to handle financial transactions, provide exceptional services to visitors and clients, as well as performing various administrative tasks in a fast-paced office environment and in line with WTM policies, procedures, whilst upholding WTM core values.

Responsibilities

- Manage reception area, receive, greet and direct church members, visitors, and vendors in a warmly and welcoming manner.
- Handle cash, cheques, credit card and mobile money transactions accurately and efficiently.
- Work with the laundry team to administer the cottages at the Prayer Mountain.
- Answer phone calls, take messages, and respond to emails. Track usage and follow-up payment of the office landline phone bills.
- Perform administrative tasks, such as data entry, filing, and photocopying.
- Maintain accurate records and reports e.g. receipting information, attendance records, among others.
- Perform administrative tasks, such as data entry, filing, and photocopying.
- Ensure security and safety at the reception area; report any security and safety concerns at and around the reception area.

Requirements, Qualifications & Experiences (essential/desirable)

- The applicant must hold a high school diploma or equivalent.
- Certification in customer service or a related field is a highly desired.
- 1-3 years of experience in the same capacity in a busy organization.
- Excellent communication, highly organized and customer-focused.
- Proficiency in Microsoft Office, point-of-sale systems and other computer applications.
- Reliable and punctual with strong work ethics.
- Attention to detail and high level of accuracy with cash handling is a MUST.
- Excellent oral and written communication skills.
- Excellent report writing skills.
- Ability to work autonomously.
- Ability to work under pressure and deadline oriented.

- Team player.
- Additional language skills highly desired.
- Occasional evening or weekend work may be required.

How to apply

Suitably qualifying candidates should send through their applications including a cover letter, CV and Academic documents as one PDF electronically through the below email: hr@worldtrumpetmission.org, **including the job title as the subject**. Hard copies shall not be accepted. Late applications and those that do not have a CV or certificates attached will be disqualified.

Deadline for receiving applications

The deadline for submitting applications is **Aug 6, 2024, not later than 5:00pm**.

Due to high volumes of applications we envisage to receive, only shortlisted candidates shall be contacted. This is an urgently required position therefore all applications shall be reviewed on a rolling basis.

WTM provides equal employment opportunities to all employees & qualified applicants without regard to race, colour, religion, gender, national origin, age, disability, marital status, or class and therefore complies with all applicable laws governing nondiscrimination in employment. WTM has zero-tolerance to any form of exploitation, harassment, abuse, fraud and corruption, in addition to other safeguarding aspects.

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