



APPLICATION DEADLINE EXTENSION

FRONT DESK OFFICERS AT UR-HG LTD

University of Rwanda Holdings Group Limited (UR - HG Ltd) management is a limited company fully owned by University of Rwanda, (UR). Its business activities aim to optimize UR assets for the benefits of University.

With reference to the job offer notice, advertised through JobinRwanda website as well as UR HG LTD and UR website, The UR-HG Ltd management is pleased to announce that the application deadline for the Front Desk Officers position has been extended with 3 days from today on 23rd June 2025 to Wednesday 25th June 2025. We would like to recruit the motivated and experienced staff able to work in its branches both in Kigali city, for more details visit UR HG Ltd and UR website respectively; <https://holdingsgroup.ur.ac.rw/> and www.ur.ac.rw

Position& Grade	Job summary	Key basic requirements	Number
Front desk officers (G-2C)	Handle cash collection and client orientation at front desk	A reputable University degree (A ₀) in accounting, Finance or related fields, currently pursuing ACCA/CPA(in progress), 2 years of relevant experience at health facility is preferable.	2

Written exam is scheduled on Friday 27th June 2025 and interview on Monday 30th June 2025. Interested applicants should submit copies of application letter, C.V, copies of degrees and/or certificates and Identity cards or passports as single pdf by email to: eugene.mugabo@rumacpa.com, with cc to: hrurholding@gmail.com, ceo.urholdings@gmail.com, not later than Friday 25/06/2025 at 5:00 p.m. Short listed candidates will be contacted for written test.

NB: Those who already applied are not required to resubmit their applications.

Done at Kigali 23/06/2025

UR-HG Ltd
Management





TERMS FOR VACANCY POSITIONS AT UR HG LTD ANNOUNCEMENT

Front Desk Officers; G-2 (C)

(1) Job definition and description:

Front Desk Officers' responsibilities include receiving payments and issuing receipts, gift-wrapping packages and keeping track of all cash and credit transactions. Main duties include ringing up sales, bagging items, requesting price checks, honouring coupons, collecting payment and giving appropriate change. She/he is responsible for counting the contents of cash register drawer at the end of each shift, maintaining receipts, records and withdrawals.

(2) Qualification & experience required:

He or She should have bachelor degree in finance or accounting, currently pursuing ACCA/CPA (in progress) with 2 years of experience.

(3) Knowledge and Skills Requirements:

- Work experience as a Retail or in a similar role in sales
- Basic PC knowledge
- Familiarity with electronic equipment, like cash register and POS
- Good math skills
- Strong communication and time management skills
- Customer satisfaction-oriented

(4) Duties & Responsibilities:

- Ensure pricing is correct
- Issue change, receipts, refunds, or tickets
- Redeem stamps and coupons
- Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change
- Make sales referrals, cross-sell products and introduce new ones
- Resolve customer complaints, guide them and provide relevant information
- Greet customers when entering or leaving establishment
- Maintain clean and tidy checkout areas
- Keep reports of transactions
- Process returns and check to see if items are damaged
- Answer customers' questions and get a manager if answer doesn't solve the issue
- Pleasantly deal with customers to ensure satisfaction
- Preparation and submission of required reports for company to Accountants/Operations officers.
- Performs any other duties assigned by the finance management consistent with the activities and mission of the company



Interested applicants should submit copies of application letter, C.V, copies of certificates and Identity cards or passports in one pdf document by email to: eugene.mugabo@rumacpa.com, with cc to hrurholding@gmail.com, ceo.urholdings@gmail.com, fm.urhg@gmail.com not later than Monday 25/06/2025 at 5:00 p.m. Short listed candidates will be contacted for

Done at Kigali 23/06/2025

**UR HG Ltd
Management**