



Off Gilgil – Nyahururu Road
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JOB DESCRIPTION

Position Title:	DATA CLERK
Department:	PRODUCTION
Reports to:	PRODUCTION MANAGER
Hours of Work:	The job holder is required to work beyond normal working hours with no overtime payment

QUALIFICATIONS / EXPERIENCE / KNOWLEDGE

- A minimum of a Certificate or Diploma in Business, Information Technology, or related field.
- Proficiency in MS Excel, Word, and other office software applications.
- Strong attention to detail and excellent organizational skills.
- Ability to work efficiently under pressure and meet deadlines.
- Previous experience in data entry or clerical work will be an added advantage.
- Knowledge of agricultural or dairy operations will be an added advantage

ROLES AND RESPONSIBILITIES

- Accurately enter daily milk production data from farmers into the system
- Perform daily reconciliation of milk data, ensuring all records are correct and up-to-date.
- Identify and make necessary corrections to incorrect or omitted milk data.
- Ensure that all milk production records are properly updated and stored for easy retrieval
- Assist in generating daily, weekly, and monthly milk production reports.
- Support the management team with data audits and verification processes to ensure the integrity of records.
- Provide additional clerical and administrative assistance when required.

Application Process

To apply, please submit your CV and a cover letter detailing your relevant experience by 21st May 2025 to info@olkaloudairy.co.ke or by hand delivery with the subject line “Data clerk application. Only shortlisted candidates will be contacted.