

EXECUTIVE – RETAIL CREDIT

The job holder is responsible to recommend credit card applications within UWS/PPG & support management to achieve team targets

THE JOB

- Evaluating/Recommending applications in order to identify the applications which can be considered according to the policy
- Ensure applications are processed within agreed service Levels (TAT)
- Preparation of daily statistics/ Give data for monthly statistics & circulate daily stats within the unit & to the business
- Work with Sales team/Branches and other stakeholders to establish high customer service standards of retail credit
- Maintain records and correspondence with regard to forged documents identified by CPV team
- To carry out tasks assigned by supervisor/Line management
- Attend to customer, Branch and Contact center queries within stipulated time line
- Ensure compliance with applicable regulations, policies and operational guidelines both internal and external, with zero violations (Including DA violations)
- Identify process gaps and areas for improvement/recommend new suggestions to benefit from the Credit Card CPV processes (process efficiencies etc...) and mitigate risk and to reduce turnaround time

THE PERSON

- Possess a Diploma in Banking /Credit Management or any other related field
- Possess minimum of 5 years overall banking experience
- Possess excellent skills in Advanced Microsoft, Excel, PP and other computer skills
- Should possess Internal Stakeholder Management skills
- Possess strong analytical skills and be attentive to detail

This position is at Executive level

Please login to <https://www.ndbbank.com/careers> to apply on or before 2nd February 2024.

We will correspond only with the shortlisted applicants

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Vice President Human Resources