

# BANKING ASSOCIATE/ TRAINING BANKING ASSOCIATE – PROCUREMENT DEPARTMENT

To coordinate and assist the procurement process while ensuring strict compliance and financially the most advantageous procurement.

## THE JOB

- To conduct thorough market research, provide insightful analysis of competitive pricing and other qualitative information in order to make internal decisions
- Gathering and maintaining market information on the vendors and items to be purchased
- Performing periodic re-evaluation of existing suppliers and new competitors
- Assisting and scheduling procurement meetings with relevant information and documents on a regular basis to minimize the backlog
- Ensure to submit the information for technical evaluation, maintain tender data base & proper records
- Summarizing and tabulating quotation details, Preparing financials to enable procurement committee to make meaningful and swift evaluations
- Calling quotations ,Arranging Purchase Orders ,supplier payments & GRN
- Provide insightful analysis on pricing and other qualitative information which requires for internal decision making
- Provide comprehensive and accurate information to senior management as and when required
- Maintain transparency and confidentiality in sharing information and data with all stake holders including vendors
- To ensure safe-keep of all documents and retrieval when required, as per policy requirement
- To ensure zero-tolerance with respect to any deviations from the applicable policies
- Maintain zero-tolerance with respect to adherence to internal audit and policies

## THE PERSON

- Possess a HND or any equivalent qualification
- School leavers are encouraged to apply
- Possess around 1-2 years of relevant experience added advantage
- Strong Co-ordination & Leadership skills
- Excellent communication and interpersonal skills
- Proficient in MS Office applications

Please login to <https://www.ndbbank.com/careers> to apply on or before 23<sup>rd</sup> February 2024.

We will correspond only with the shortlisted applicants  
"We are an equal opportunity Employer"



Vice President Human Resources