

# JUNIOR EXECUTIVE - SERVICES

The job holder is responsible to perform various maintenance duties necessary to maintain and enhance the value of the Bank. Handles repairs and improvements of NDB Bank branches and buildings, works as a team participation along with the maintenance staff to ensure the building meets the quality standards

## THE JOB

- Carry out daily, weekly, monthly and yearly maintenance activities at branches and the head office buildings
- Carry out daily, weekly, monthly and yearly maintenance activities more efficiently and more effectively at branch network
- Assist the officer maintenance to co-ordinate maintenance work at NDB branches
- Ensure record keeping assist in keeping the NDB branches free of trash and debris
- Attends and participate in training seminars as requested
- Attends and assist in setting up for residential functions as needed
- Reporting work on service providers & contractors
- Perform other duties as assigned

## THE PERSON

- Possess qualifications in Technical certifications such as Electrical/Air Conditioning. obtained from a reputed professional institute
- Possess at least 4 years of experience in Technical skills (Electrical)
- Should be a good team player

Please login to <https://www.ndbbank.com/careers> to apply on or before 5<sup>th</sup> February 2024.

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



The future is banking on us

Vice President Human Resources