

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 28th March 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