

# ASSISTANT MANAGER / EXECUTIVE –SME RECOVERIES

The job holder is responsible in carrying out drafting of reschedulements in the SME-M recoveries stage 3 portfolio and to maximize recoveries/maintain the ratios as per the Bank's budgets/ KPIs

## THE JOB

- Responsible for drafting reschedulement proposals of stage 3 SME MM clients in all regions
- Work closely with the respective Business Banking RM, Credit Officers and RRO's to understand the facility history to be incorporated to Board Paper
- Be able to handle a large volume of Board Papers/DR Papers during a month in supporting the Recoveries Teams to negotiate/ maximize NPL recoveries
- Work closely with the in-house legal team in resolving identified issues to expedite the Parate process
- Possess a very high standard of proficiency in business writing to ensure accuracy of information provided (content/figures) on the Board Papers to enable correct decision making
- Responsible in Identifying problematic cases proactively and provide amicable settlements options to avoid litigation time/cost
- Ensure high levels of customer service orientation and application of bank's policy
- To profile customers & develop an effective recovery/collection strategy

## THE PERSON

- Full or part professional qualifications in the field of Banking/ Accounting/ Economics and /or Diploma in Credit Management
- Minimum 7 years of overall banking experience out of which 4 years should be in lending units (Wholesale Banking/Business Banking, Credit etc.) with sound knowledge in credit evaluation, financial analysis and report writing
- Demonstrate strong business acumen
- Possess excellent business writing skills and be able to pay attention to detail and be accurate
- Possess good analytical skills
- Possess excellent interpersonal and communication skills
- Be a good team player with the ability to work under pressure

Please login to <https://www.ndbbank.com/careers> to apply on or before 10th April 2024

We will correspond only with the shortlisted applicants

"We are an equal opportunity employer"

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The future is banking on us

Vice President Human Resources