

# BRANCH PAWNING OFFICERS (SENIOR BANKING ASSOCIATE / JUNIOR EXECUTIVE)

## THE JOB

- To carry out pawning / gold loan transactions as per bank's policies/procedures and practices
- To check accuracy and completeness of all client requests relating to cash, cheques, gold and other over-the-counter services  
Manage and maintain of existing mobile device management (MDM) solution. Implements and enforces policies to enhance security
- To assist the branch manager to achieve the branch financial targets
- To maintain a stable/healthy gold advance portfolio and achieve the assigned pawning/gold loan budgets
- To ensure a higher recovery ratio through customers and to ensure that minimum gold articles are sent for auction
- To proactively generate leads for products and services and follow-up for conversion
- To actively participate in business promotions and conduct local marketing campaigns and acquire new customers to the bank
- As and when required to ensure completion of account opening mandates / customer request / security documents (as applicable) accurately and forward for respective units for processing and safe keeping in a timely manner
- Maintain zero-tolerance in respect of adherence to all internal / external audit and regulatory compliance as applicable

## THE PERSON

- Possess around 2 years of experience in managing gold advances portfolio in a bank or a leading finance company
- Should be part qualified in Banking & Finance or an equivalent professional qualification
- Be a good team player with excellent communication and interpersonal skills Strong Linux administration skills and hands on experience on various flavors of Linux (CentOS, Red Hat)
- Attention to detail and be able to work under pressure

Please login to <https://www.ndbbank.com/careers> to apply on or before 26th 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