

BANKING ASSOCIATE/SENIOR BANKING ASSOCIATE/ JUNIOR EXECUTIVE-TRADE

Trade finance operations related to Imports unit, process the transaction by maintaining the department standard and good customer service (Internal/External)

THE JOB

- Ensure that transactions are carried out to the best satisfaction of customers
- Maintain quality of products and services provided to customer
- Ensure compliance to internal and external policies and procedures /regulations
- Ensure compliance to BCP / ISO standards and maintenance of professionalism in the unit
- Complete transactions according to procedure guidelines and exchange control and other regulatory guidelines
- Be abreast with current guidelines and international practices such as UCP600 ,URR725, URC522, URDG758, ISBP821, Incoterms 2020 and AML requirements
- Ensure that established controls are not deviated and properly communicated to new staff
- Ensure that imports product knowledge in terms of Trade products
- Responsible for the smooth functioning of the product/unit
- System issues to be properly conveyed to IT

THE PERSON

- Be fully/partly qualified in Banking and/or Finance
- Possess minimum 2-3 years of experience in banking
- Possess excellent customer relationship skills
- Possess excellent communication and presentation skills
- Attention to detail and problem solving skills
- Good knowledge in IT

Please login to <https://www.ndbbank.com/careers> to apply on or before 17th May 2024

We will correspond only with the shortlisted applicants

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The future is banking on us

Vice President Human Resources