

# BANKING ASSOCIATE (CONTRACT) – TRANSPORT COORDINATOR ADMINISTRATION AND SERVICES

## THE JOB

- Ensure all vehicle requests are managed in the most efficient manner with the aid of an automated system.
- Record keeping of vehicle repairs / payments / accidents / hiring and other documents.
- Compile monthly fuel consumption / OT hour reports.
- Initiate all payments related to vehicle hiring / repairs/ fuel.
- Timely renewal of license/ insurance.
- Maintain proper inventory control of bank vehicles and propaganda trucks.
- Track repairs and mileage servicing of all bank vehicles.
- Reconcile all payments on vehicle repairs / hiring / insurance related repairs.
- Monitor the staff bus transportation service.
- Tracking of bank vehicles running, via the GPS tracking system.
- Monitor leasing agreements for car parks and vehicle hiring.
- Manage the administration functions of drivers.
- Monitor the expenses on respective budget lines.
- Reconciliation of transport accounts.

## THE PERSON

- Be fully / partly qualified in Banking / Finance or any other related field.
- Prior experience in Finance / Auditing / Business Analytics or any other related field would be an added advantage.
- Possess strong analytical and communication skills.

Please login to <https://www.ndbbank.com/careers> to apply on or before 27th May 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