

# SENIOR BANKING ASSOCIATE – FACILITY MANAGEMENT

## THE JOB

- Monitor the overall function of Facility Management of the bank, including branches.
- Promptly address staff complaints and formally track the rectification process.
- Liaise with various vendors and obtain their services without any flaws.
- Act as the coordinator for holiday homes/ lounge/ canteen/ meeting rooms/ pest control/ janitorial and tea services of the bank.
- Monitor the expenses on respective budget lines.
- Monitor the FM agreements with timely renewals.

## THE PERSON

- Full or part qualification in banking or any other relevant field.
- Possess a minimum of 2.5 years of work experience in similar capacity.
- Possess good communication and leadership skills.
- Possess a sound knowledge in Advanced Excel.

Please login to <https://www.ndbbank.com/careers> to apply on or before 29th August 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