

# Banking Associate Administration & Services

## THE JOB

- Ensure all vehicles requests are managed in most efficient manner with the aid of automated system.
- Track bank vehicles runs from GPS tracking system
- Record keeping of vehicle repairs/ payments/ accidents/ hiring and other documents
- Compile monthly fuel consumption/ OT hour's reports. .
- 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 staff bus transportation
- Administration functions of drivers.

## THE PERSON

- Passed GCE (A/L) Examination in one sitting
- Should have the passion to work in challenging environment.
- Qualifications in automobile/ supply chain would be an added advantage
- Possess good interpersonal and communication skills
- Should be a team player who will work towards achieving a common business goal

**The position will be on contract basis.**

Please login to <https://www.ndbbank.com/careers> to apply on or before **28<sup>th</sup> September 2023**

We will correspond only with the shortlisted applicants  
"We are an equal opportunity Employer"



The future is banking on us

Vice President Human Resources