

# JUNIOR EXECUTIVES - TRADE FINANCE

## THE JOB

- Should be conversant in Exports and/or Imports products in terms of Bank Guarantees, Export Bills, Packing Credit Loans, Clean Collections, Import L/C issuance, Shipping guarantees, Import bills & Import/Export loans
- Ensure that transactions are carried out to the best satisfaction of customers
- Maintain quality of products and services provided to customer
- 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
- Maintain the Service Levels agreed with the respective business lines
- Ensure that established controls are not deviated
- Conversant in processing SWIFT messages

## THE PERSON

- Full qualification in Banking and Finance or with equivalent professional/academic qualifications
- Possess over 4 years banking experience with 2 years exposure to processing Trade Finance transactions
- Possess strong negotiation, communication & co-ordination skills
- Possess excellent skills in Advanced Microsoft, Excel, Power Point and other computer skills
- Possess excellent presentation and communication skills

Please login to <https://www.ndbbank.com/careers> to apply on or before **25<sup>th</sup> October 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