

# EXECUTIVE – CARD ISSUANCE

## THE JOB

- Minimize Operational costs & losses due to operational lapses & inadequate.
- Maintain healthy relationship with the team to achieve the agreed SLAs.
- Complete & assist the end-to-end process of Card Issuance, where the card applications to be distributed to the team & complete the application capturing & authorizing done on agreed SLA's to avoid backlogs being created.
- Maintain minimal error rates, within the agreed turnaround times to avoid operation & reputation loss to the bank.
- Provide the requested information to the supervisor for MIS & Reporting purpose.
- Maintain zero-tolerance with respect to adherence to all internal audit, external audit & regulatory compliance, as applicable.
- Improve skills & knowledge on the job by participating on training & e-learning.

## THE PERSON

- Full or Part qualification in Banking or equivalent qualification.
- Possess minimum of 05 years' overall banking experience.
- Possess strong communication and interpersonal skills.
- Possess Time Management and Customer service skills & Decision making skills.
- Should be proactive, able to work under pressure.

Please login to <https://www.ndbbank.com/careers> to apply on or before 18<sup>th</sup> September 2024.

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



Vice President Human Resources