

# EXECUTIVE – CREDIT ADMINISTRATION

To ensure Timely Processing and complete facility documents in line with approved Credit Appraisals/Approvals for Term Loans, Cash Backed facilities and working capital facilities, whilst ensuring adherence to policies and procedures of the Bank

## THE JOB

- Authorizing facilities within terms and conditions of approved CAs in line with applicable procedures and policies.
- Timely and accurate authorizing of related facility limit lines.
- Monitor and authorize Collateral details, pending work and other related work.
- Ensure timely updating and maintenance of Security Documents and any other relevant registers.
- Supervise and improve processes.
- Understanding and implementation of Credit/Compliance policies, both internal and external to the Bank.
- Understanding and adherence to Refinance requirements/conditions of different Credit/Refinance Lines applicable for Processing.
- Liaise with Legal, Compliance departments and/or any other related departments in clarifying concerns/resolving issues associated with approved Credit Appraisals/Approvals prior to authorizing.

## THE PERSON

- Full or part qualification in Banking, Finance or any other relevant professional qualification.
- Possess a minimum 4 years' of banking experience with at least 1 year at Junior Executive Level.
- A sound knowledge related to credit and security documentation.
- Excellent customer relationship skills and Time management skills.

Please login to <https://www.ndbbank.com/careers> to apply on or before 20<sup>th</sup> September 2024.

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



Vice President Human Resources