

# JUNIOR EXECUTIVE – ACCOUNT SERVICES

## THE JOB

- Responsible in checking & authorizing of all mandates /documents received in line with the SLAs.
- Ensure established controls are not deviated and properly communicated to new staff.
- Ensure sufficient service for internal customers and take immediate action to solve their queries, complaints and issues.
- Responsible in completing transactions according to processing procedures, exchange control regulations and other regulatory guidelines.
- Responsible in maintaining the service levels agreed with the respective business lines.

## THE PERSON

- Should be fully or part qualified in Banking and Finance or with an equivalent professional / academic qualification.
- Should possess 3 - 4 years' of overall banking experience.
- Good communication skills.
- Possess strong analytical skills and be attentive to detail.

Please login to <https://www.ndbbank.com/careers> to apply on or before 8<sup>th</sup> October 2024.

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



Vice President Human Resources