

# JUNIOR EXECUTIVE – HR BUSINESS SERVICES

The job holder is responsible for the effective and efficient functioning of HR Business Services unit whilst implementing and continually improving the service and quality standards.

## THE JOB

- To ensure efficient administration of HR operations relating to staff benefits, administration of allowances, reimbursements, employee correspondence, medical insurances and sundry loans.
- Assist in managing the staff final settlements and HRIS administration requirements as and when required.
- To ensure efficient management of each HRIS module by continuous re-engineering of the process in place.
- Ensure to assist in managing the staff insurance covers to be in line with the laid down policies/guidelines and ensure timely updates are given to the respective service providers on staff new recruits/additions to the family and staff exits.
- Assist in the efficient management of HR operations relating to allowances, educational and professional claim reimbursements, sundry loan, maternity and holiday allowance processes, eligibilities for staff loans as per policy and applicable statutory requirements.
- Ensure to manage that the claims made for staff loans are in line with the laid down policies and disbursement of claims.
- Ensure all letters to staff on maternity leave is given in a timely manner.
- Checking of accuracy of sundry loans submitted to Finance.
- To ensure efficient delivery of HR services to each of the business units and business support departments.
- To assist the HR management to identify automation/digitization opportunities that will enhance productivity / accuracy / reduce cost / other benefits without compromising on risk.

## THE PERSON:

- Should possess a Diploma / Professional qualification in Business, Banking or Human Resources.
- Should possess at least 2 years' of Banking experience including experience in HR as well.
- Excellent communication and management skills.
- Proficiency in IT literacy and excellent communication skills.

Please login to <https://www.ndbbank.com/careers> to apply on or before 12th December 2024

We will correspond only with the shortlisted applicants

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Vice President Human Resources