

OFFER LETTER DRAFTEE – CREDIT ADMINISTRATION UNIT

To ensure timely issuance of accurate and complete offer letters and related facility documents in line with approved Credit Appraisals/Approvals for Branch network facilities, whilst ensuring adherence to policies and procedures of the Bank.

THE JOB

- Comparison of facility terms and conditions of approved CAs with applicable procedures and policies, Credit Line requirements (as applicable).
- Timely and accurate drafting of Offer Letters and related facility documents as per the approved CA, policies and procedural guidelines of the Bank.
- Finalization and dispatch of final Offer Letters and Agreements (if any) to business line for onward printing and submission to the customers.
- Ensure timely updating and maintenance of Offer Letter Register and any other relevant registers.
- Ensure availability of all necessary documents/approvals related to preparation of Offer Letters.
- Understanding of Credit/compliance Policies, both internal and external to the Bank.

THE PERSON

- Full / Part qualification in Banking, Finance or equivalent professional qualification.
- Possesses around 2-3 years' experience in Banking / Finance. Experience in Credit would be advantageous.
- Excellent interpersonal and communication skills.
- Ability to pay attention to details & be accurate.
- Time management skills.

Please login to <https://www.ndbbank.com/careers> to apply on or before 30th September 2024.

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



Vice President Human Resources