

JUNIOR EXECUTIVE / SENIOR BANKING ASSOCIATE / BANKING ASSOCIATE - SAFE CUSTODY ASSISTANT

The job holder is responsible in ensuring timely lodgment and releasing of Title and Security Documents within agreed timelines and as per bank procedures.

THE JOB

- Checking and accepting the original documents / certified copies / photocopies received for lodgment for facilities related to Business lines and staff facilities.
- Checking and accepting original vehicle registration book(staff/DML).
- Lodgment & releasing of original CR documents as per the procedure guidelines.
- Preparation of legal / security letters and certified copies.
- Ensure lodgment & releases done line with policy and procedures.
- Issuance of certified copies / scanned copies / photocopies of title & security documents.
- Ensure timely updating and maintenance of Security Documents and any other relevant registers.
- Ensure availability of all necessary documents/approvals related to verification of facility documents.
- Understanding and implementation of Credit/compliance Policies, both internal and external to the Bank.
- Adherence to all applicable policies and procedures.
- Ensure adherence of approvals to the existing procedures.

THE PERSON

- Be Part/Fully qualified in Banking, Finance or possess an equivalent professional qualification.
- Possess minimum 02 years' of experience in banking.
- Possess knowledge related to credit and security documentation.
- Excellent interpersonal skills and effective verbal, written communication skills.
- Pay attention to detail.

Please login to <https://www.ndbbank.com/careers> to apply on or before 05th December 2024

We will correspond only with the shortlisted applicants

"We are an equal opportunity Employer"



 **NDB bank**

The future is banking on us

Vice President Human Resources