

BANKING ASSOCIATE / SENIOR BANKING ASSOCIATE (COORDINATOR – SME OPERATIONS) BUSINESS BANKING

The job holder is responsible to ensure assistance to VP – SME, Middle Market & Business Banking to upkeep of SME Operations of the branches with appropriate controls of sustainable, profitable growth of Business Banking Unit in adherence to regulatory requirements, internal policies, guidelines and business objectives

The Job:

- Understand strategy of the business unit, required operational & risk standards and get involved in development of operational plans and ensure operationalization of same in order to achieve the targets of the business line
- Expedite the process of approvals for operational requirements at branches with regard to customer transactions
- Study and analyze staff feedback, customer complaints and such others that relate to non-compliance / breach of risk levels
- Coordinate with the SME Credit unit, to ensure the effective support regarding approvals
- Preparation of MIS related to SME and Business Banking to identify the development of the process
- Coordinate the credit appraisals and other approvals which are approved by VP and Zonal Heads to make the process convenient to branches
- Periodically track each process / work flow at the unit in terms of quality, time & cost, as per policy
- Ensure timely organizing of business and operations meetings (Eg: Senior Relationship Managers' Meeting, etc) in order to review performance and achievement of business goals
- Ensure friendly, firm and impartial service to all staff attached to the Business Banking unit enabling smooth operations of the branch credit officers and Zonal Heads
- Provide inputs for developing appropriate MIS for each business line that helps in decision-making

The Person:

- Be fully / part qualified in Banking and / or Finance
- Possess minimum of 3 years' experience in Banking
- Possess planning and organizing skills
- Possess communication and coordination skills
- Ability to multitask and adherence to strict timelines

Please login to www.ndbbank.com/careers to apply on or before 15th June 2021

We will correspond only with the shortlisted applicants

“We are an equal opportunity employer”



**Vice President
Group Human Resources**

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