

BANKING ASSOCIATE - (SERVICE COORDINATOR) MAINTENANCE - ADMINISTRATION & SERVICES

The Job:

- Coordinate with service providers regarding the services to be carried out, collect service reports and remind them for due services
- Handle and maintain all the preventive maintenance charts of three main office building and branches with assistance of technical officers
- Handle service related payments at maintenance department
- Collect service records on time whilst preparing and renewal of service agreements
- Prepare monthly reports for equipment services at NDB branches and head office buildings
- Assist technical officers to any other documentation work at maintenance division
- Ensure proper inventory management / data recording in related to service agreements
- Coordinate with other departments and branches to ensure the services are carried out on time
- Maintain the log book for breakdown, emergency breakdown, complaints etc

The person:

- Should be below 25 years of age and possess 3 passes at the G C E (A/L) in one sitting
- Prior working experience in a similar capacity will be an added advantage
- Possess sound knowledge in MS office packages, report writing and letter drafting
- Possess excellent listening and problem-solving skills
- Possess good communication skills

Please login to <https://www.ndbbank.com/careers> to apply on or before 09th January 2022

We will correspond only with the shortlisted applicants

"We are an equal opportunity Employer"



**Vice President
Group Human Resources**

NDB bank
The future is banking on us