

FRONT OFFICE ASSOCIATES

At NDB, we take every effort to make the experience great for our customers. From the point of receiving a call to welcoming customers at our office, you will play a significant role in our organization. If you have the passion to serve and delight our customers, we invite you to build your career with us and be a part of our team.



The Job

- Greet and direct internal / external customers to the correct destination
- Screen and direct calls in a professional manner based on the requirement
- Co-ordinate internal & external queries

The Person

- Successful completion of GCE OL & GCE AL Examination
- Be below 25 years of age
- Be a presentable and pleasing personality
- Excellent verbal and written communication skills
- Possess good telephone etiquette skills
- Be computer literate
- Previous work experience in a financial services environment would be an added advantage

Please login to <https://www.ndbbank.com/careers> to apply on or before 15th November 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