

Executive Administration & Services

The Job

- ✓ Responsible in planning preventive maintenance of all machineries and equipment's ensuring that the bank equipment's are covered with service agreements and maintain proper records
- ✓ Responsible in to be up to date on all applicable policies, procedures, SLAs and guidelines that would help in fulfilling the maintenance plan
- ✓ Ensure trouble shooting & fixing /repair of plant, machines and equipment within reasonable time as per the policy/SLA
- ✓ Ensure adequate stock of all materials /tools required for maintenance, that balances inventory cost and availability for maintenance work
- ✓ To ensure that all invoices are processed as per the policy especially variable payments (measure & pay, time and material and such others) checking authenticity and adherence to work order, budget, checking accuracy and completeness, credit period/ payment date, passing entries and such others
- ✓ To ensure identification and empanelment of vendors as per procurement policy
- ✓ To ensure raising of purchase orders, GRNs and other required documents for fixed asset purchases for departments/Branches
- ✓ Ensure machinery and equipment's are kept in prime functional to ensure efficiency in operation with minimum interruptions to the operations

The Person

- ✓ Possess a HNDE/NDT/TTI in Electrical Engineering or equivalent qualifications
- ✓ Possess over 6 years of experience in the Maintenance / Building Services Engineering field
- ✓ Possess excellent negotiation skills
- ✓ Possess excellent project planning, communication and co-ordination skills
- ✓ Sound knowledge in working AutoCAD/Revit software
- ✓ Should be a team player who will work towards achieving a common business goal

Please login to <https://www.ndbbank.com/careers> to apply on or before **27th June 2023**

We will correspond only with the shortlisted applicants

"We are an equal opportunity Employer"



Vice President
Group Human Resources