

BANKING ASSOCIATE / SENIOR BANKING ASSOCIATE / JUNIOR EXECUTIVE - BUSINESS PROCESS RE-ENGINEERING

Assist in improving the business processes, monitoring and development of Excel tools and OASYS workflow solutions.

THE JOB

- Contribute during development, testing & implementation of OASYS workflow solutions.
- Develop OASYS Workflow manuals.
- Monitoring & administration of OASYS workflow.
- Developing and configuring OASYS API solutions.
- Introduces new workaround using Microsoft excel.
- Identifying automation opportunities.
- Configuring new OASYS workflow processes, structured and easily maintainable manner.
- Ensure accurate execution of OASYS workflow & their security & integrity
- Support existing processes and implementing changes via a structured change management process.
- Liaise with stakeholders to escalate issues and provide viable workarounds to resolve incidents
- Quality of Services provided to internal customers
- Provide accurate & Timely information pertaining to workflow system.

THE PERSON

- Possess full or part qualifications in Banking, Finance or Information Technology
- Diploma in Information Technology
- Minimum 02 years of experience in IT with exposure to banking operations
- Knowledge on Microsoft Office packages (Excel, Word, Visio, etc.)
- Possess Strong analytical and problem solving skills
- Possess Planning & Organizing skills
- Knowledge in Workflow Management
- Willing to learn RPA tool and related technologies.

Please login to <https://www.ndbbank.com/careers> to apply on or before 24th April 2024.

We will correspond only with the shortlisted applicants

"We are an equal opportunity Employer"



The future is banking on us

Vice President Human Resources