

# JUNIOR EXECUTIVE/EXECUTIVE TRADE FINANCE

The job holder is responsible to handle Trade Finance operations related to Import L/C Issuance related transactions by maintaining the department standard and excellent customer service (internal/external).

## THE JOB

- Ensure that transactions are carried out to the best satisfaction of customers by meeting agreed SLA's and ensuring the accuracy of the transactions.
- Ensure compliance to BCP standards and maintenance of professionalism in the unit.
- Complete transactions according to procedure guidelines and exchange control and other regulatory guidelines.
- Be abreast with current guidelines and international practices such as UCP600, URC522, URR725, ISBP821, Incoterms 2020 and AML requirements.
- Check & verify month end balances and compile MIS of the unit.
- Be responsible for the smooth functioning of the product/unit.

## THE PERSON

- Be fully / part qualified in Banking and / or Finance.
- Possess minimum 5 years of banking experience with at least 2 years of experience in handling Trade Finance products specifically Import L/C Issuance.
- Possess excellent communication and presentation skills.
- Should be a team player with have the ability to work extensive hours.

This position is at Junior Executive/Executive level.

Please login to <https://www.ndbbank.com/careers> to apply on or before 24th September 2025.

We will correspond only with the shortlisted applicants  
"We are an equal opportunity Employer"



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Vice President Human Resources