

SAFE CUSTODY ASSISTANT CREDIT ADMINISTRATION UNIT

To ensure timely lodgment and releasing of Title and Security Documents within agreed timelines and as per bank Procedures.

THE JOB

- Understanding and implementation of Credit / Compliance policies, both internal and external to the bank.
- Adherence to all applicable policies and procedures.
- Checking and accepting the original documents / Certified Copies / Photocopies received for lodgment for facilities related to Credit Facilities.
- Checking and accepting original vehicle registration books.
- Lodgment & releasing of original CR documents as per the procedure guidelines.
- Preparation of legal / security letters and certified copies.
- Ensure lodgment & releases done line with policy and procedures.
- Issuance of Certified Copies / Scanned Copies / Photocopies of Title & Security documents.
- Ensure timely updating and maintenance of Security documents and any other relevant registers.
- Ensure availability of all necessary documents / approvals related to verification of facility documents.

THE PERSON

- Be fully / Part qualified in Banking, Finance or possess an equivalent professional qualification.
- Possess minimum 04 years of experience in banking.
- Possess knowledge related to credit and security documentation.
- Excellent interpersonal skills and effective verbal, written communication skills.
- Pay attention to detail.

Position is at Junior Executive Level

Please login to <https://www.ndbbank.com/careers> to apply on or before 09th September 2025.

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



NDB bank

The future is banking on us

Vice President Human Resources