

# JUNIOR EXECUTIVE – LEASING RECOVERIES

## THE JOB

- Conduct regular reviews and detailed profiling of AF delinquency portfolios to identify risk patterns and implement corrective measures.
- Ensure strict compliance with all current and upcoming regulatory requirements, maintaining a zero-tolerance approach to non-adherence.
- Oversee the timely execution and dispatch of all official correspondence to external delinquent customers in accordance with regulatory and internal standards.
- Efficiently handle and resolve customer inquiries received by the unit, ensuring high service quality and professionalism.
- Manage receivables for facilities up to the stage III under portfolios granted by the NDB Leasing Unit, ensuring effective recovery strategies.

## THE PERSON

- Successfully completed G.C.E. Advanced Level and holds part qualifications in Banking or a related professional field.
- Minimum of 02 – 04 years' of overall banking experience.
- Demonstrates excellent interpersonal, communication, and presentation skills.
- Strong analytical and negotiation abilities with a proven track record of timely execution of tasks.
- Highly skilled in team planning, coordination, and organizational management.
- Proficient in Microsoft Office applications with comprehensive knowledge of core functionalities.
- Familiarity with Power BI is considered an added advantage.

Position is at Junior Executive Level.

Please login to <https://www.ndbbank.com/careers> to apply on or before 20<sup>th</sup> January 2026.

We will correspond only with the shortlisted applicants.

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"We are an equal opportunity Employer"



The future is banking on us

Vice President Human Resources