

BRANCH PAWNING OFFICERS

(SENIOR BANKING ASSOCIATE / JUNIOR EXECUTIVE)

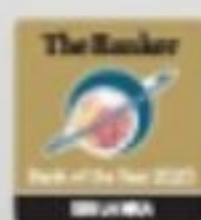
THE JOB

- To carry out pawning / gold loan transactions as per bank's policies/procedures and practices.
- To check accuracy and completeness of all client requests relating to cash, cheques, gold and other over-the-counter services.
- Manage and maintain of existing mobile device management (MDM) solution. Implements and enforces policies to enhance security.
- To assist the branch manager to achieve the branch financial targets.
- To maintain a stable/healthy gold advance portfolio and achieve the assigned pawning/gold loan budgets.
- To ensure a higher recovery ratio through customers and to ensure that minimum gold articles are sent for auction.
- To proactively generate leads for products and services and follow-up for conversion.
- To actively participate in business promotions and conduct local marketing campaigns and acquire new customers to the bank.
- As and when required to ensure completion of account opening mandates / customer request / security documents (as applicable) accurately and forward for respective units for processing and safe keeping in a timely manner.
- Maintain zero-tolerance in respect of adherence to all internal / external audit and regulatory compliance as applicable.

THE PERSON

- Possess around 2 years of experience in managing gold advances portfolio in a bank or a leading finance company.
- Should be part qualified in Banking & Finance or an equivalent professional qualification.
- Be a good team player with excellent communication and interpersonal skills.
- Attention to detail and be able to work under pressure.

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