BRANCH PAWNING OFFICER



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
- 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

This position is at Banking Associate / Senior Banking Associate / Junior Executive Level

Please login to https://www.ndbbank.com/careers to apply
We will correspond only with the shortlisted applicants

"We are an equal opportunity Employer"

011 744 8888 www.ndbbank.com

A- (lka) Fitch Rating - National Development Bank PLC (PQ 27) is a licensed commercial bank supervised by the Central Bank of Sri Lanka.

NDB bank
The future is banking on us

Vice President - Human Resources