

JUNIOR EXECUTIVE - ADMINISTRATION & SERVICES

The job holder is responsible to execute smooth and efficient operations for internal and external stationary and marketing items distribution service, courier deliveries.

THE JOB

- Monitor and manage ordering goods as per the requirement on a timely basis with the necessary approvals as per the policies and SLA's.
- Preparation of purchases orders related to stationary procurement in daily basis.
- Follow up with suppliers for the delivery of goods on time.
- Ensure the goods ordered are delivered as per the purchase order and invoices issued by the suppliers are correct.
- Checking the goods upon the receipt by the supplier to ensure it tally to the delivery note and the purchase order.
- Ensure Security checks are made before stocks entering into stores and stock records are updated with new purchases at all times.
- Determine the importance of raising the goods received notes (GRN) on receipt of goods.
- Ensure a minimum stock level is maintained at all times to cater the urgent requirements without delays.
- Manage the process of handling rubber stamps requirements by various users.
- Liaise with all departments and the branches with issuing stationery stocks as per their requisition.
- Ensure stock records are updated accurately with every issue and dual control is maintained at all times.
- Monitor the tidiness and maintain effective control over the stocks available in the stores premises.
- Ensure any discrepancies at stores are brought to the immediate notice of manager administration.
- Ensure timely submitting of all stores related payments (during the month of purchase) to finance department.
- Liaise with Finance Unit to get the payments on time to the service providers.
- Supervise and manage to carry out physical stock count and reconcile with the stock account at each month end.
- Ensure all purchases, issues and consumptions are tallying with the stock.

THE PERSON

- Should pass G.C.E A/L and G.C.E O/L ,English (Credit or above).
- Fresher's are encouraged to apply / in similar capacity will be an added advantage.
- Possess around 1-2 years of relevant experience added advantage.
- Strong Co-ordination & Leadership skills.
- Excellent communication and interpersonal skills.
- Proficient in MS Office applications (Computer Literacy).
- Quick Learner.
- Proactive and positive approach.

The position is at Junior Executive Level

Please login to <https://www.ndbbank.com/careers> to apply on or before 06th November 2025.

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



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Vice President Human Resources