

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 20th January 2026.

We will correspond only with the shortlisted applicants.

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



The future is banking on us

Vice President Human Resources