

EAST AFRICA BANK ADVERTISEMENT:

POSITION REQUIRED: **E A B CORPORATE RELATIONSHIP OFFICER&COLLATERAL
FINANCING OPERATIONS**

ESSENTIAL AND DESIRABLE QUALITIES

Holder of the position will responsible for supporting the growth of the bank's corporate division, trade finance and transaction banking business in free zone through identifying opportunities in facilitating business growth by providing superior customer service while ensuring compliance with all internal procedures, operational controls and risk appetite of the bank

1. Academic Qualifications:
 - Degree Level qualification
 - Language proficiency in French, working knowledge of English and Arabic
 - Ability to proficiently use Microsoft office
 - Relevant Experience/ knowledge RE
 - Right attitude and ability to learn

2. Relevant experience of managing client relationship covering:
 - Grow the Asset and Liability Business portfolio
 - Grow the client base by attracting new customers
 - Co-ordinate various Cross-sell initiatives that will result in increased customer usage of our existing products and services;
 - Target, pitch to, and translate calls to institutions into a source of deposits.
 - To attend institutional functions and constantly expand network within those institutions
 - Monitor the performance of the Asset book brought to the bank
 - Evaluate existing and new customer credit applications for financing facilities
 - Reviewing and analyzing financing proposal and preparation of timely Recommendations jointly with the Business (Investment) Director for approval;
 - Faster Turnaround Time ("TAT") in facility processing & Keep customers constantly informed on the progress of their applications.
 - Regular visit to high Net worth customers and provide call reports for the same (File Call reports with the Director Business (Investment));
 - Timely response to customer complaints/queries

3. Desirable and Relevant Skills and capability:
 - Strong communication and negotiating skills, demonstrate ability to present and win support for ideas; and capacity to initiate and manage innovations and change.

- Excellent analytical skills, strong capacity to analyse actions from the perspectives of stakeholders and translate strategic thinking into compelling plans of action;
- Well knowledge of business, marketing and sales tools.
- Personal Analytical Planning & organizational
- Judgement & decision making
- Team work,
- Time management
- Effective Leadership
- Customer Service Supervisory Skills

4. Other Requirements:

- Work effectively with a diverse range of people
- Work on own initiative
- Ethical and honest personality
- Lead on research and implementation of new initiatives/projects
- Be flexible and manage a varied workload
- Work well in a changing environment
- Commitment to the achievement of the Banks aims and objectives
- Willingness to work flexibly outside normal working hours
- Ensure the collateral at the Free zone are duly registered and periodically inspected
- Ability to work with confidential information

Environmental Conditions

This position is eligible for complete salary package and other benefits as per our Human Resource policy. Team members are expected to conduct themselves in a professional manner and respect local laws, customs and company's policies, procedures, and values.

We are an Equal Opportunity Employer regardless of background. We are committed to creating an inclusive environment.

How to Apply

Written applications should be addressed to:

The Department of Human Resource and Administration

East Africa Bank

Qualified candidates are invited to submit their applications by submitting a detailed CV and Cover letter as a single document via Email: info@eastafribank.com to be received on or **before close of Business**

18th January, 2025

Only shortlisted candidates will be contacted.