

VACANCY

CREDIT ADMINISTRATION OFFICER HEAD OFFICE - DURBAN

Applications for interested and suitably qualified candidates are invited in respect of the above vacancy.

CORE PURPOSE OF THE JOB

To provide complete administrative support to all Business Units by preparing accurate documentation on a timely basis whilst adhering to the Banks policies and procedures

KEY PERFORMANCE AREAS

- Pre-payout/establishment of iMAL facilities/ iMAL deals
- Payout/establishment of iMAL facility/ iMAL deal
- Post payout
- Creation and maintenance of:
 - Other Conditions Log
 - Covenant Log
 - Asset Register
 - Annexure A Log (2nd Sale - Musharaka - Sharepoint Log)
- Diary updates
- Files
- Cash Security
- Guarantees
- General Admin Duties/Other

QUALIFICATIONS

- Matric
- Relevant finance degree or pertinent qualification

EXPERIENCE

- A minimum of 2-3 years' experience within a Financial Services institution
- Credit administration experience would be an advantage

Forward your CV via email to kameshini@albaraka.co.za

Albaraka Bank is an Equal Opportunity Employer. Applicants from the previously disadvantaged groups and people with disabilities will be given preference