



VACANCY

CREDIT SECRETARY - HEAD OFFICE - 9 MONTH FIXED TERM CONTRACT

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

CORE PURPOSE OF THE JOB

To provide general office, secretarial, admin and personal assistant duties to the General Manager: Credit and Credit Managers of the Credit Department.

MAIN FUNCTIONS OF THE JOB

Executive Credit Committee meetings

- Compilation of ECC packs
- Attend ECC meetings on rotational basis for minute taking
- Finalize minutes and send to Branches
- Follow up on outstanding ECC issues

Administration

- Submission of credit applications to Board Credit Committee / Board of Directors collate responses from directors and send to Branches
- Arrange and coordinate meetings, appointments etc
- Manage MCC / SMCC applications, memos and valuations tracking and sending decisions to branches
- Attend certain meetings eg. Post Mortem, Non Performance Advances for minute taking
- Manage Kredit Alerts (Experian)
- General Administration of department
- Liaise with Branche(s) Credit Staff.
- Assist in coordinating internal training requirements in respect of Credit Staff.
- Preparation / Extraction of various reports for submission to ECCM on a monthly & weekly basis when required

QUALIFICATIONS

- Matric
- Secretarial / Administration qualification

PREFERRED EXPERIENCE

- Minimum 1 to 2 years in a secretarial role

KNOWLEDGE

- Adobe Standard
- MS Office
- Excel
- Telephone etiquette/skills
- Minute Taking
- Administration Skills
- Event Co-ordinating
- Basic Power bi reports
- MS Teams

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

Interested candidates to send their CV to suhinau@albaraka.co.za