

VACANCY

**SALES ADMINISTRATION ASSISTANT
SME DIVISION
KWAZULU NATAL
6 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 support to the SME Office in terms of administration tasks including office maintenance to ensure efficiency within the Department

MAIN FUNCTIONS OF THE JOB

Office Administration

- Answers all incoming call and handles caller's inquiries when the need arises
- Re-directs calls as appropriate and takes adequate messages when required
- Sends mail internally to respective departments as well as external mail to clients timeously
- Requests from the finance department settlement figures as per client request, and logs accordingly once settled.
- Extracts statements as per client requests, and liaise with clients regarding any statement queries
- Liaises with Conveyancing department in regard to bond cancellations, release of title deed as well as requests release of original logbooks as each deal is settled or requested by client.
- Requests and follows up on audit certificates and bank confirmations as and when required, and ensures fees are received for same

Sales Administration

- Requests and collates FICA information from clients and submits same to the technical support team timeously
- Attends to any debit order queries received, and logs any changes/suspensions with the Advances Technical Support Team timeously
- Assists clients with any deal related queries

- Logs and attends to any reimbursements and/or reconciliation requests with the Central Ops Debtors Team when required
- Ensures all fees/deposits/settlements are allocated to the correct account by submitting same to BSA Allocations team
- Any allocation queries received from BSA -Central Operations to be attended to
- Prints all legal agreements and relevant documents pertaining to deals for the respective managers
- Obtain the relevant transaction details and upload to Advances Technical Support log timeously for all revolving asset facilities and once -off motor vehicle and equipment facilities
- Ensure all conditions, fees and payments are logged onto the Advances Technical Support
- Ensure all legal agreements and documents pertaining to deals are signed correctly and dispatched timeously
- Extract Musharaka Sale of Units document (when applicable) to send to clients and upload onto Credit Work Log within 5 days of payout
- Attends to all valuation quotes and instructions, ensuring all requests are followed up with
- Reconciles Valuator Statements on a monthly basis and facilitates payments monthly
- Assists in preparing trade and asset markup letters as and when required the Albaraka Profit Markup changes

Back Office Support

- Assists the Credit Analyst and SME Operations Supervisor in general administrative tasks daily
- Attends to adhoc tasks allocated by the SME Consultants / Manager

QUALIFICATIONS

- Matric
- Relevant Diploma/Degree will be an advantage

PREFERRED EXPERIENCE

- At least 1 years' experience within a Financial Services institution
- General banking experience would be an advantage

KNOWLEDGE

- Banking System
- Docuware
- Microsoft Office at an intermediate level.
- Bank Procedures.

- Credit Policies and Procedures.
- National Credit Act (NCA).
- Strong administrative skills.
- Financial Intelligent Centre Act (FICA) policies & procedures.
- Knowledge in Shariah laws and principles
- Knowledge on Banks products and services

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

Kindly forward your CV to stephanie@albaraka.co.za