



VACANCY

SALES ADMINISTRATION ASSISTANT - KZN RETAIL - 6 MONTH FIXED TERM CONTRACT

Applications from interested and suitably qualified candidates are invited in respect of the above position.

CORE PURPOSE OF THE JOB

Assisting the Finance Consultants with all administrative functions associated with Motor vehicle and Residential Property finance

MAIN FUNCTIONS OF THE JOB

- Analyses annual financial statements of clients
- Obtains bank reports and credit bureau clearance on all applications
- Assists with capturing financial information and extraction of exposure reports
- Assists in compiling finance proposals
- Assists with the preparation of approval documents
- Compiles client files in order to keep a record of the client's applications
- Attends to queries raised by clients
- Assist other Consultants as and when required
- Pro-actively interacts with other departments to manage workflow
- Attends to other administrative duties as advised by the Sales Manager

PREFERRED QUALIFICATIONS

- Matric
- Studying towards a BCom degree is essential to interpret financial statements

EXPERIENCE

- Minimum 1 years experience within a financial institution
- General banking experience would be an advantage

KNOWLEDGE

- Knowledge of Credit and Finance
- Microsoft office at an intermediate level
- Knowledge of National Credit Act
- Excellent communication skills (written, verbal and numeric)
- Customer service orientated
- Prioritization and time management
- Deadline driven and process orientated

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

Kindly send your CV to suhinau@albaraka.co.za