

VACANCY

RELATIONSHIP CONSULTANT - GAUTENG CORPORATE OFFICE

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

PURPOSE OF THE JOB

To provide an administration service to Corporate with regards to the compiling of proposals for finance applications, assist credit application documentation/information required from clients and also to contribute in marketing investment/finance products of the Bank acting on leads and assisting walk in clients, so as to enable Corporate to achieve the targeted business levels.

MAIN JOB FUNCTIONS

Administration

- Completes and submits all finance applications to Head Office for approval
- Undertakes completion of all Investment applications for processing
- Reviews, analyses and captures financial statements
- Updates exposure reports as and when required
- Monitors future payment reports
- Monitors arrears and maintains nil arrears at all times
- Ensures regular and efficient utilisation of trade facility
- Collects up to date Audited Financials from clients in a timeous manner
- Ensures timeous review of existing trade facilities

Sales and Marketing

- Obtains achievement of personal sales targets and department targets
- Maintains relationships with existing clients and/ or businesses
- Introduces new clients and/or businesses to the Bank
- Undertakes for the cross selling of the bank's finance and investment products
- Attends and supports client functions and events

Customer Service

- Maintains existing client relations by regularly keeping in contact with them for example making birthday wishes and courtesy calls on businesses, etcetera
- Attends to all client/s financial requests and queries by consulting and completing all the necessary documentation with them
- Provides an efficient and effective service to all clients
- Protects the Bank's image by introducing oneself as an advice giver in terms of required regulations

REQUIREMENTS

- B.Com. or relevant tertiary qualification
- 4-5 years related banking or financial services experience.
- Knowledge of Credit and Finance
- Must be able to read and interpret business financials
- Must be able to compile proposals
- Articles will be an advantage

SKILLS REQUIRED

- Excellent communication skills
- Excellent customer service skills
- Ability to work under pressure.

Forward your CV and qualifications to hr@albaraka.co.za