



Corporate HQ: Dhaka
HRC Bhaban, 46 Kawran Bazar C.A., Dhaka-1215

ONE Bank Limited intends to appoint experienced bankers as **Credit Officers/ (Assistant/ Associate) Relationship Managers** as per following descriptions:

Job Title	:	Credit Officer/(Assistant/ Associate) Relationship Manager
Experience	:	Working Experience of at least 3-5 years in the field of Credit Risk Analysis/Relationship Management, Loans and Advances and Security Documentation in any leading bank
Vacancy	:	N.A.
Position		Officer - SPO
Job Responsibilities	:	<ol style="list-style-type: none"> 1. Solicit business by booking both Asset & liability. 2. Preparation of Call Report, Credit Risk Grading statement, Financial Spread Sheet etc. Visit Clients factory/business premises for measuring the risk associated with the respective client. 3. Preparation and accurate submission of Credit Memo/ Proposals. 4. Prepare sanction letters for borrowers 5. Maintain strong relationship with customers and continuously endeavor to build new relationships 6. Monitor and ensure timely loan repayment, collect financial statements and other necessary documenters from time to time. 7. Ensuring timely review and renewal of the portfolio, as the case may be
Educational Qualifications	:	Graduation/Masters in any discipline from a reputed university
Employee Status	:	Full time
Job Requirement	:	<ol style="list-style-type: none"> 1. Excellent knowledge & expertise in Credit related work 2. Having strong market intelligence to develop new business/client 3. Ability to take the ownership of the projects and meet strict deadlines 4. Strong communication, negotiation and project management skills
Addition Requirement		Should have good communication, Leadership and Team building skill
Job Context	:	Thorough Credit Risk analysis and Management and Customer Relationship building/promoting in line with banking laws and practices and Bank's objectives and Goals.
Salary	:	Negotiable
Age	:	Maximum 35 years. May be relaxed in case of exceptionally deserving candidates.
Region	:	Willing to work in Dhaka, Chattogram, Noakhali, Rajshahi, (including both urban & rural areas).

How to submit Application:

Interested candidates are required to apply at www.bdjobs.com within May 27, 2021