



LIST OF REQUIREMENTS/QUALIFICATIONS

1. Business Development Manager

- School Certificate or its equivalent
- Degree in marketing, Banking & Finance, Economics, Business Administration, ACCA or CIMA
- Strong business knowledge and experience interpreting financial data
- Ability to effectively research new markets
- Creativity and problem-solving skills
- Excellent written and verbal communication skills
- Analytical and detail-oriented
- Strong negotiation skills
- Decision-making and leadership skills
- Advanced time management and organizational skills
- Warm personality with strong communication skills.
- Ability to work well under limited supervision.
- Great communication skills.
- Have a valid driver's license (added advantage)
- 5 years relevant work experience

2. Loan consultant

- School Certificate or its equivalent
- Diploma in Marketing, Banking & Finance, Economics, Business Administration, ACCA or CIMA
- Proficiency in loan servicing software.
- Advanced knowledge of financial regulations and lender requirements.
- Experience in interviewing and advising loan applicants.

- Extensive experience in assessing loan applications and reviewing financial information.
- Ability to collaborate with senior managers and supervise loan department staff.
- Advanced ability to initiate interventions for delinquent loans and irreconcilable accounts.
- Excellent recordkeeping and communication skills.
- Warm personality with strong communication skills.
- Ability to work well under limited supervision.
- Great communication skills.
- Have a valid driver's license (added advantage)
- 2 years relevant work experience

3. Administrative Officer

- School certificate or its equivalent
- Diploma in Secretariat, Public Administration, Business Administration, or Office Management
- Proven experience working in an office environment.
- Proficiency in all Microsoft Office applications.
- Working knowledge of business management.
- The ability to multitask.
- Excellent organizational skills.
- Effective communication skills.
- Exceptional customer service skills.
- Ability to write clearly and help with word processing when necessary.
- Warm personality with strong communication skills.
- Ability to work well under limited supervision.
- Great communication skills.
- Have a valid driver's license (added advantage)
- 2 years relevant work experience



4. Office Assistant

- School Certificate or its equivalent
- Ability to write clearly and help with word processing when necessary.
- Warm personality with strong communication skills.
- Ability to work well under limited supervision.
- Great communication skills.
- 1 years relevant work experience