



Consolidated Bank of Kenya Ltd is Kenya's SME bank of choice that provides flexible financial solutions that support our customers in achieving success. The Bank is well positioned, with presence in majority of the country's business hubs to continually offer pleasant and convenient services. We seek to recruit a high caliber, results oriented and self-driven individual to fill the position of **Relationship Officer – Corporate Banking**.

RELATIONSHIP OFFICER – CORPORATE BANKING

Job Type

Three (3) year Contract.

Job Purpose

Reporting to the Head of Corporate Banking, the Relationship Officer will be responsible for offering support to the Relationship Managers and the Head of Corporate Banking for credit appraisal, credit administration and continuity of service in the absence of the Relationship Managers to drive overall business of the allocated corporate Accounts to achieve set business targets.

Key Responsibilities

- Call existing and prospective customers to develop new business and to match their business needs with the products and services being offered by the Bank.
- Provide customer service to existing and potential customers through follow-up to develop new business and promote Bank's products and services.
- Market for real estate business and support branches in analyzing applications for real estate financing.
- Visit and assess possible needs for the client or cross selling opportunities and provide financial solutions and ensure value chain maximization.
- Assist the Relationship Manager(s) in handling the administrative part of managing client relationships.
- Carry out credit appraisal and risk analysis of proposals forwarded to the Corporate Banking Department and make specific recommendations.
- Follow up on disbursements as per approved conditions.
- Carry out credit administration duties regarding accounts within portfolio and provide continuity in relationship management.

- Make timely responses to clarifications sought by Credit Department on applications forwarded to them and maintain close follow up to ensure early decisions.
- Review performance of customer facilities and make appropriate recommendations regarding non-performing facilities.
- Maintain close follow up on client businesses facing loan repayment difficulties and, in conjunction with the Relationship Managers and Head of Corporate Banking develop measures for rehabilitation and/or recovery of debts.
- Check the revenue payable to Bank by customers to ensure that proper rates/charges are applied.

Qualifications and Competencies

- Should possess a bachelor's degree in commerce or a business related field. Possession of professional banking qualifications such as AKIB, ACIB or CPA will be an added advantage.
- Should have a minimum of four years' relevant working experience in banking.
- Should possess strong credit risk management skills.
- Should have strong customer service orientation and commercial awareness.
- Should have excellent interpersonal, and negotiation skills with the ability to network, generate new business and develop strong business relations.
- Should have good knowledge of the Central Bank of Kenya Prudential guidelines and also the Bank's KYC policy.

Method of Application

Please note that applications with the position applied for clearly indicated on top of the envelope together with a detailed Curriculum vitae and copies of academic and professional certificates, should be **HAND DELIVERED** or sent through **COURIER/POST OFFICE** to the Bank's Head Office located at Consolidated Bank House, Koinange Street, 6th Floor on or before Friday, 12th September 2025 at 5.00 pm and addressed to:

**The Head of Human Resources
Consolidated Bank of Kenya Limited
P.O. Box 51133 - 00200
NAIROBI**

Consolidated Bank of Kenya Limited is an equal opportunity employer.