



Consolidated Bank 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 qualified, experienced, competent and highly motivated individual to fill the position of Business Development Officers.

BUSINESS DEVELOPMENT OFFICERS

Job Purpose

Reporting to the Branch Manager, the Business Development Officers will be responsible for delivering business performance through marketing of the Bank products while ensuring optimum productivity, quality loan book, operational efficiency and relationship management.

Key responsibilities

- Support the credit function of the Branch by ensuring growth of a high quality loan book as per set targets.
- Develop good customer loan facility proposals that comply with the Bank's credit policy.
- Market new liability accounts in line with the given targets.
- Understand specific client needs and deliver on time in line with the Bank's policies and procedures.
- Keep abreast with new developments in customer preference and advice management on relevant changes.
- Manage customer relations under personal portfolio and ensure that lasting relations are established with all clients.
- Ensure turnaround time as per the service level agreements when providing service to customers.
- In liaison with credit administration unit, ensure timely renewal of insurance policies for assets charged as security and timely updates of valuation reports for properties held as security for loans extended by the Bank under personal portfolio.
- Effective monitoring of loan repayments, mitigating risks related to default and periodically reviewing the loan portfolio to manage likely problem areas.
- Ensure regulatory compliance and implementation of effective anti-money laundering procedures and controls.
- Ensure timely submission of management reports.



Minimum Qualifications and Experience

- Holder of bachelor's degree in a business related field. Professional banking qualifications will be added advantage.
- Excellent negotiation, marketing and selling skills.
- Solid analytical skills and experience in credit appraisal with ability to handle and resolve customer requests and queries.
- Have strong communication and team building skills and ability to work with diverse teams.
- Good understanding of prudential guidelines on KYC.
- Must have a minimum of 4 years banking experience, 2 of which should be in business development.

Interested and suitably qualified individuals should forward hard copies of their applications, enclosing copies of their academic and professional certificates, detailed CV indicating work experience, daytime contacts and addresses of 3 professionally relevant referees to reach the undersigned by **Friday, 6th December 2019**. Only shortlisted candidates will be contacted.

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

Consolidated Bank is an equal opportunity employer.