

LOOKING FOR PROFESSIONAL

Community Bank Bangladesh Limited is looking for the deserving professional for the following position:

Collection & Recovery Officer

Key Responsibilities:

- Ensure the collection of monthly installment from borrowers
- Monitor accounts to identify long outstanding debts
- Investigate historical data for each debt or bill that has turned delinquent
- Find and contact clients to ensure repayment of overdue liability
- Resolve and expedite billing and customer credit issues coordinating with other divisions
- Prepare recovery reports on a regular basis
- Assist supervisor in any recovery crisis, and/or any critical matter
- Prepare daily time wise work plan, weekly collection plan, monthly tour plan for recovery
- Achieve collection target
- Establish and maintain profitable relationship with existing and potential customers
- Compliance with Regulatory Guidelines & Internal Policies and Standard Operating Procedures

Educational Requirements: Masters in any discipline with no third division in academic records.

Experience Requirements: Minimum 5 (Five) years' working experience in Banks or leading NBFIs, with minimum 02 (Two) years' experience in recovery and collection functions.

Job Grade: PO/SPO

For detail information and submission of your application, please visit bdjobs.com. No hard copy of application will be accepted. We are an equal opportunity employer.

Application Deadline: Tuesday, 1 March 2022

*Conditions Apply



Community Bank

• Trust • Security • Progress