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| **Position / Job Title** | **Relationship Manager – Cash Management Sales (OG-II / OG-I)** |
| **Reporting to** | Unit Head – Cash Management Sales |
| **Academic / Professional Qualification** | * Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC * Candidates holding Master’s Degree and / or relevant certification(s) would be preferred |
| **Experience** | * Minimum 03 years of experience in the Banking industry, out of which 02 years in relationship management and cash management services |
| **Other Skills / Expertise / Knowledge Required** | * Strong analytical and structuring skills * Sound understanding of products & services offered in Corporate & Investment Banking * Excellent Relationship Management skills and Cash Management related expertise * Thorough understanding of the needs of local and regional corporate client base |
| **Outline of Main Duties / Responsibilities** | * To manage Cash Management portfolio assigned to maximize revenues and meet established business targets, while protecting the Bank’s position. Also, to assess customers’ wallet and future opportunities, and develop plan to increase share of wallet * To proactively monitor the growth of the assigned portfolio and monitoring profitability of individual accounts by collating, analyzing and interpreting information from various sources * To collaborate with internal business partners and stakeholders including client coverage and risk mitigators to stay up-to-date on client relationships and maintain fluid communication with internal partners to provide seamless service to clients * To provide client feedback and input to product managers for ideas regarding new product development, enhancements and modifications requested or of interest to the market, based on actual client feedback or competitor intelligence * To ensure that the highest professional standards of customer service is provided to NBP’s customers with an end to secure both new business and to deepen the existing business relationships * To work in partnership with Corporate Banking Relationship team, Trade Operations Division, Financial Institutions, Trade Processing Centers, Trade generating branches, Regulatory Compliance Division to develop, structure, market and execute client business and maximize returns to the Bank * To ensure completeness of the necessary documents for registration and set up for implementation of solutions and to provide feedback on any product requirements or any issues faced to product team * To achieve the Key Performance Indicators (KPIs) assigned in terms of asset book building, cross-selling including FX, Trade Finance, and other products & services offered by the Bank * To respond to client requests (direct or through Solution Delivery team) to obtain information necessary to track and implement client solutions seamlessly and / or to follow-up with client upon delivery of solutions to ensure that needs are being met * To monitor risk effectively and keep abreast of market developments to ensure proactive or remedial actions are taken to maintain the desired level of credit risk in line with the Bank's overall policies & procedures * To prepare Cash Management proposals ensuring quality, accuracy & data integrity and adherence to NBP's policy and guidelines and to submit and recommend business proposals to Divisional Head - Cash Management Division for onward submission to concerned committees for approval * To keep abreast with all Regulatory Guidelines (including State Bank of Pakistan’s Prudential Regulations) as well as internal NBP requirements (including credit policies) and ensure strict compliance * To maintain NBPs internal control standards including timely implementation of internal and external audit points together with any issues raised by external regulators * To drive the identification of opportunities for continuous improvement of systems, processes and practices within the function; taking into account ‘international best practice’, improvement of business processes, cost reduction and productivity improvement * To achieve annual Key Performance Indicators assigned * To perform any other assignment as assigned by the supervisor(s) |
| **Place of Posting** | Karachi & Islamabad |