

JOB OPENING:

Assistant Relationship Officer – SMALL ENTERPRISE FINANCING

United Finance PLC. started its journey as a Financial Institution in 1989.

We serve the financial needs of a diverse client base of both companies and individuals. We operate in all 64 districts of Bangladesh through 25 offices and a team of more than 700 employees.

Our unwavering commitment to financial inclusion, responsible lending and sustainability is reflected in all that we do.

To take ownership of an essential part of the organization, United Finance PLC. is presently looking for a competent Business Executive/Manager according to the following details:

ROLE: Assistant Relationship Officer –SMALL ENTERPRISE FINANCING

Designation : Officer Grade I to Senior Officer

Job Location : Anywhere in Bangladesh

Reports to : Business Head

CORE RESPONSIBILITIES:

- Generate business as per target provided by the product heads.
- Achieve product specific and new business specific target
- Maintain visit frequency for all clients set by line manager
- Ensure client services as per best practice rule of the organization
- Ensure all operational procedures of the company related to credit approval, loan documentation, disbursement, collection and other services to the client
- Ensure any other ad-hoc (non-regular) responsibilities given by your line manager time to time

ADDITIONAL REQUIREMENTS

- Graduation/Masters from a reputed public or private university
- Fresh graduates are encouraged to apply
- Candidates with 2 or 3 years' experience in Banks/NBFIs, or in a similar role in other industry are preferred.
- Excellent interpersonal skills
- Excellent Negotiation skills.

Interested candidates are encouraged to share their updated resume at HR3@ufplc.com mentioning Full Name the position interested in the subject line of the mail. Soft copy of NID number recent photograph shall be provided as separate attachment.