Management Trainee (Credit Administration) : 1 Post

A. Qualifications:
- Minimum Bachelor’s degree major in Accounting or Finance with minimum CGPA of 3.00;
- Familiarity with using accounting software;
- Strong written and oral communication and computer skills; and
- Experience in relevant field will be an added advantage.

B. Major Duties and Responsibilities:
- Developing and updating database regarding security instruments and maintenance of various financial covenants as stipulated in the loan agreements;
- Ensuring timely verification of security instruments;
- Monitoring security instruments and covenants and taking necessary actions as and when required;
- Keeping custody of various security instruments;
- Generating invoices and preparing periodic status reports;
- Conducting on-site verification of mortgaged properties and hypothecated assets;
- Working with the IT unit for developing and updating the security and covenant monitoring software.

C. Age limit: 30 years

D. Remuneration:
- BDT 63,970 + Festival Bonus + LFA + Gratuity + other benefits as per company policy

Interested individuals possessing required qualifications, skills and experiences are requested to go to the following link to apply:
http://idcol.org/home/vacancies

Application Deadline : 25 January 2022

Only short-listed candidates will be contacted. Any direct or indirect solicitation will result in disqualification of the candidature.