

We are
HIRING



Title: Relationship Officer
Vacant position: 1
Work Station: Head Office

Application Mode:

Qualifying candidates **MUST** send thier CV &
Cover letter attached with all academic cerficates

All application **MUST** send through electronically
Email address: careers@platinumcredit.co.tz
Email subject: RELATIONSHIP OFFICER JUNE 2024

Deadline: 6, July 2024

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SWIPE

Basic Job Functions

- Ensure that the portfolio is performing within the company acceptable limits
- Ensure conversions of pre-banking, demand and repossession buckets are within company acceptable limits.
- Ensure retention of customers
- Address customer concerns/complaints
- Provide support to all other functions of the department and company
- Ensure all new customers are on-boarded successfully within 3 days of allocation
- Ensure settlements are done timely and according to the company policies
- Ensure constant and frequent communication with clients providing complete, concise account information and guidance
- Prepare weekly portfolio performance reports
- Daily conversion reports
- Report on key findings, issues and concerns that arise

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Job Qualification & Experience

- Bachelor's degree in Public Administration, Business administration or any other related field
- At least 2 years' experience
- Proficient in computer application

Additional attributes

- Good communication skills
- Excellent in computations
- Literacy in Microsoft office applications
- Good time management skills

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