



Title: Trainee Assistant Loan Officer 1

Vacant position: 7

Work Station: 5 Tegeta & 2 Tazara

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: **TRAINEE ASSISTANT LOAN OFFICER 1**

Basic Job Functions

- Providing training and follow-up assistance to clients and conducting business visits
- Ensure clients are located in case of default by conducting appraisal visits at residential and commercial locations
- Monitoring loans in arrears and solving problems related to loan repayment
- Provide advice and assistance to clients regarding loan applications

Job Qualification & Experience

- Diploma in Business Administration or any Business related field
- At least 2 years' experience in sales and marketing
- Proficiency in computer applications.

Additional attributes

- Excellent knowledge in Customer relationship Management
- Proficiency in computer applications.
- Good problem analysis and solving skills
- Ability to coach, lead and manage a team
- Possess analytical, Good communication, and reporting skills

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