Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title
Trade Finance Operations Supervisor

Job Location
Dar es Salaam

Category
Finance, Operations

Job Type
Full Time

Job level
Supervisory

Industry
Banking, Banking

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget
-

Max Budget
-

Primary Industry
Banking: 3 Years

Secondary Industry
Banking: 3 Years

Primary Category
Finance: 3 Years

Secondary Category
Operations: 3 Years

Certificate
-

Qualification
-

Summary

The role holder will be responsible for suggesting and implementing foreign operations policy as approved by Senior Management and prompt processing of all foreign currency transactions.

Responsibilities

- Handling all trade finance related function for the bank.
- Ensure error-free and timely processing of all transactions related to trade finance.
- Processing of documentary credits with the current uniforms customs and practices (UCP 600).
- Ensure all import collections, export collections are processed as per URC522.
- Ensure verification of the previous day's work is done on the following day.
- Responding to all queries from internal and external customers.
- Supervising and ensuring the balancing of various internal accounts related to trade finance transactions.
- Training of departmental staff on various trade finance products and processes.
- Timely reconciliation of Nostro accounts.
- Identify and implement improvement in your area of work.
- Assist trade finance Manager (Foreign Ops Manager) on the proper and effective administration of the department.
- Ensure compliance with regulatory and bank policies and procedures.
- Preparation of proof samples and any other job assigned by Supervisors.

Education & Qualifications

- A degree in Banking, Commerce, Business Administration, Social sciences, Finance, Accounting, Economics, or any related course.
- Additional training on Lc's and Collections instruments (UCP 600, URC522).

Requirements

- A minimum of 3-4years experience in a commercial bank of which at least 2 years should have been in the Trade finance or Operations section.
- Thorough knowledge of banking operations (Domestic & International).
- Products knowledge.
- Banking techniques, good knowledge of applicable legal rules & procedures.

Characteristics

- Excellent customer service.
- Team building / Conflict management.
- Communication (oral & written).
- Leadership , Coaching, Organization, and coordination skills.
- Good communication and interpersonal skills.
- Team player.

Driving Licence

Not Required

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