

## Unit Coordinator - Branches (Outsource)

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Company: ADIB

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

**Role:** Unit Coordinator

**Location:** Abu Dhabi

### Role Purpose:

To Enhance support function to frontline Staffs by timely & error free processing of Branches Asset finance by abiding ADIB Policies & Procedures.

### Key Accountabilities of the role

To meet the KPI of as defined by Management on Asset file processing for CRM Approvals/RFO/Card center Disbursements.

To ensure all the applications are entered into the system are error free and as per policy.

To ensure cases are proposed under ADIB Product, Policy & Procedures, due diligence and banks Dos & Don'ts polices.

To communicate with the frontline if the proposal violates the Policy and resolve the discrepancy.

To re-submit the rejected cases to relevant dept ensuring the rejection reasons are fully covered.

Maintain defined MIS as per business requirements.

Adhoc requests as per business requirement

Identify and close process gaps to improve efficiency to ensure seamless customer experience.

Adhere to ADIB policy/procedure.

To attend assigned training for self-development

### **Specialist Skills / Technical Knowledge Required for this role:**

Broad knowledge of Retail Banking products & services

Business Communication Skills

MS Office

Good Knowledge of UAE banking practices, regulations & risks.

Computer skills, typing Skills, Management Information skill, Ability for mature handling of stakeholder and internal customer relationships.

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### **Cross References and Citations:**

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