

“The Nation’s Bank”, **National Bank of Pakistan** aims to support the financial well-being of the Nation along with enabling sustainable growth and inclusive development through its wide local and international network of branches. Being one of the leading and largest banks of Pakistan, National Bank of Pakistan is contributing significantly towards socioeconomic growth in the country with an objective to transform the institution into a future-fit, agile and sustainable Bank.

In line with our strategy, the Bank is looking for talented, dedicated and experienced professional(s) for the following position in the area of **Operations**.

The individuals who fulfill the below basic-eligibility criteria may apply for the following position:

01	Position / Job Title	Manager Trade Finance (OG-I)
	Reporting to	Unit Head – Import / Export
	Educational / Professional Qualification	<ul style="list-style-type: none"> • Minimum Graduation or equivalent from a local or international university / college / institute recognized by the HEC of Pakistan • Candidates having a Master’s degree and / or relevant diploma / certification(s) will be preferred
	Experience	<ul style="list-style-type: none"> • Minimum 04 years of banking experience in Trade Finance Operations
	Other Skills / Expertise / Knowledge Required	<ul style="list-style-type: none"> • Knowledge of all ICC publications, local regulatory requirements and relevant policies • Expertise in MS Office suite (Outlook, Excel, Word, PowerPoint) • Excellent communication skills • Hands on experience in Trade Imports / Exports / LC Opening / LC advising / Trade Documentation / PSW / Refinance / Guarantees
	Outline of Main Duties / Responsibilities	<ul style="list-style-type: none"> • To process trade transactions i.e. import, ERE, guarantees, LC advising in centralized environment • To manage lodgment and retirements of import / export documents • To disburse loans like, FIM, FATR, FE25, ERF, pre and post shipment loans • To dispatch shipping documents, collection, negotiation and their record maintenance as well • To issue shipping guarantees, bank guarantees, claims and cancellations • To handle import / export advance payments as per SBP guidelines • To ensure that all transactions are executed within allowed Turn-Around-Time (TAT) and as per Service Level Agreement (SLA) of the branches • To advise LC / LC amendment / cancellation to the customers / branch and recover advising charges from the customers • To receive shipping documents and check their genuineness and completeness • To manage Day-end review of all the entries made in the system by ensuring that these entries have been made according to the request sent by the branches and day-end reconciliation report of the same • To provide customer services, handle inquiries, and report to all internal and external stakeholders and SBP • To perform any other assignment as assigned by the supervisor(s)
	Place of Posting	Karachi, Lahore
Assessment Test / Interview(s)	Only shortlisted candidates strictly meeting the above-mentioned basic eligibility criteria will be invited for test and / or panel interview(s).	

Employment Type	The employment will be on contractual basis, for three years which may be renewed on discretion of the Management. Selected candidates will be offered compensation package and other benefits as per Bank's policy / rules.
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Interested candidates may visit the website www.sidathyder.com.pk/careers and apply online within 10 working days from the date of publication of this advertisement as per given instructions.

Applications received after due date will not be considered in any case. No TA / DA will be admissible for test / interview.

National Bank of Pakistan is an equal opportunity employer and welcomes applications from all qualified individuals, regardless of gender, religion, or disability.