

We are Hiring!

BUSINESS ANALYST GRADUATE

TRAINEE -CHINHOYI CENTRE

Purpose of the Job

The position exists to handle loan enquiries, process loan applications and administer a loan portfolio as well as represent SMEDCO in stakeholder engagements in Mashonaland West.

Key Responsibilities

- Marketing of SMEDCO products to potential clients.
- Receiving and attending to enquiries on behalf of the Corporation.
- Explaining loan requirements to potential clients
- Receiving loan applications on behalf of the Corporation.
- Producing a brief analysis report on projects background for funding approval to ensure informed decision making by parent branch.
- Conducting credit checks on client's financial history
- Conducting periodic visits to clients who have running projects to assess how projects are operating and to create solutions to address challenges being encountered assisted by the parent branch.
- Conducting a market analysis for reduction of risk and mitigating those risks for the benefit of the organization
- Producing reports of SMEs highlighting how they are benefiting from funds availed to them by SMEDCO in the province.
- Conducting pre-financial appraisal which enables applicants to be assessed for financial assistance
- Conducting training of SMEs in conjunction with the parent branch as well as training department.

Minimum Requirements

- A degree in Economics, Business Studies, Accounting, Entrepreneurship or any other relevant qualification.
- Knowledge of Excel and Microsoft is an added advantage
- 1 years relevant working experiences
- Familiarity with the SMEs sector or lending environment is an advantage
- Willingness to grow with the organization

Interested candidates should submit their applications together with a detailed curriculum vitae and copies of certificates as a single pdf file to humanresources@smedco.co.zw on or before close of business day on 20 December 2024. (Strictly Emails; No Hard Copies)

