



Title: Relationship Officer

Vacant position: 2

Work Station: Head Office

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: **RELATIONSHIP OFFICER**

Deadline: 14, May 2025

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SWIPE

Key Responsibilities

- Monitor and manage portfolio performance, ensuring high collection efficiency and customer retention
- Ensure conversions of pre-banking, demand and repossession buckets are within company acceptable limits.
- Ensure retention of customers
- Address customer concerns/complaints
- Provide support to all other functions of the department and company
- Ensure all new customers are on-boarded successfully within 3 days of allocation
- Ensure settlements are done timely and according to the company policies
- Ensure constant and frequent communication with clients providing complete, concise account information and guidance
- Prepare weekly portfolio performance reports
- Report on key findings, issues and concerns that arise

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Job Requirements

- Bachelor's degree in Public Administration, Business administration or any other related field
- At least 2 years' experience
- Proficient in computer application

Additional attributes

- Good communication skills
- Excellent in computations
- Literacy in Microsoft office applications
- Good time management skills

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Title: Yard Officer

Vacant position: 1

Work Station: Head Office

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: YARD OFFICER

Deadline: 16, May 2025

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SWIPE

Key Responsibilities

- Monitor and verify all repossessed motor vehicles in the yards, ensuring proper booking and up-to-date records with photos and booking sheets
- Submit accurate daily, weekly, and monthly reports on the status and condition of vehicles stored in the yards
- tracking devices are functional or removed as required, in coordination with tracking companies and the asset tracking officer
- Recover and submit insurance covers for cancellation, working closely with the IPF coordinator.
- Process release letters and documentation for clients who have settled their accounts or purchased auctioned vehicles.
- Support asset disposal activities, including achieving target prices, preparing vehicles for auction, and dispatching logbooks and refunds within the set timelines

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