



Mutual Trust Bank PLC Insight

Associate to Assistant Manager, Inspection & Monitoring Unit, CAD

Application Deadline : **01 Dec 2026**

Vacancy: --
Location: **Dhaka**
Salary: **Negotiable**
Experience: **2 to 6 years**
Published: **23 Nov 2026**

Requirements

Education

- Bachelor/Honors
- Post-Graduation/Graduation from a UGC-approved university with a satisfactory academic track record, preferably in Textile/Mechanical Engineering, or a related field.
- No third division/class or equivalent CGPA is allowed at any stage of the academic career.
- Preferably completed Banking Diploma courses (JAIBB & AIBB)

Experience

- 2 to 6 years
- The applicants should have experience in the following business area(s): Banks

Additional Requirements

- Experience in Merchandising will be given preference
- Strong customer service orientation and problem-solving skills.
- Excellent communication, coordination, and interpersonal skills.
- Strong report writing and presentation skills.
- Good understanding of Bangladesh Bank regulations and banking operations.
- Ability to work under pressure and manage multiple priorities effectively.

Responsibilities & Context

Grade: Junior Officer to Senior Officer

Department: Credit Administration Department

Key Responsibilities

- Conduct on-site inspections of borrowers' factories, warehouses and business premises to assess operational performance, infrastructure, and business activities; prepare independent inspection reports.
- Assess production capacity, capacity utilization, machinery, utilities and Evaluate project implementation progress, infrastructure development, Bills of Quantities (BOQ), and utilization of project finance.
- Physically verify stock and assess its adequacy against working capital facilities and related liabilities, identifying discrepancies and stock-lot risks.
- Monitor export performance, work orders, production trends, insurance coverage, external credit ratings, approved deferrals, and other relevant credit risk indicators.
- Liaise with customers' technical experts and merchandisers to review order status, production challenges, and other business-related technical issues, if required.
- Prepare report for Board Risk Management Committee (BRMC) based on inspection findings and MIS for management, as required.

Skills & Expertise

Analytical Skill | Communication and interpersonal skill | MS Excel | MS Office | Stakeholder Management

Other Relevant Skills

Project Finance | Stakeholder Liaison | Stock Verification

Workplace

Work at office

Employment Status

Full Time

Job Location

Dhaka

Read Before Apply

MTB is an equal opportunity employer, committed to fostering a workplace that values diversity and inclusion. We strongly encourage applications from female candidates and individuals from diverse backgrounds.

Mutual Trust Bank PLC

Bank/ Non-Bank Fin. Institution

6+ Vacancy

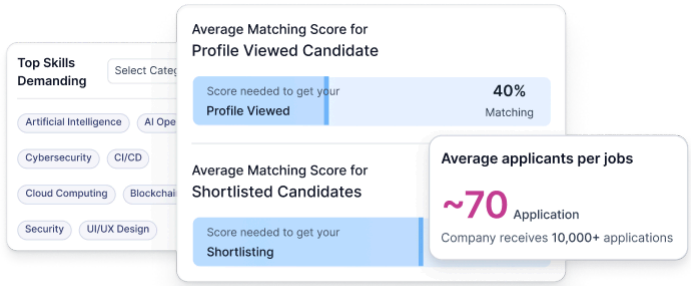
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Private Commercial Bank

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MTB Centre, 26 Gulshan Avenue, Plot 5, Block SE (D), Gulshan 1, Dhaka 1212



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⚠ রিপোর্ট

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