

Job Context

The incumbent will be responsible for the role of Disbursement Processing Officer for the division of Credit Risk Management-SME which will significantly contribute to the prompt disbursement of the sanctioned loan applications and significantly reduce the compliance risk of the organization ensured by sincere loan documentation.

Job Description / Responsibility

- Generating charge documents for the sanctioned loan applications
- Scrutinizing the signed charge documents to ensure authenticity and compliance with the company's disbursement manual
- Raising disbursement request for the sanctioned loan applications to Operations within stipulated time
- Placing request to other stakeholders (Legal/Operations) for preparing additional documents required for disbursement
- Collecting pending documents and ensuring coordination between SME Business Unit and Operations
- Taking print out of disbursement cheques
- Sending physical files of the disbursed loan applications to Operations within stipulated time
- Collecting all the deferred documents during disbursement within stipulated time and send those to post facto team of Operations
- Playing the role of custodian of cheques and stamps at the branch
- Accomplishing any other job as and when assigned

Education:

Graduation/Post Graduation degree in any business discipline from a reputed university

Experience:

1 year of experience in the relevant field. However, freshers are highly encouraged to apply

Salary: As per IDLC Policy

Designation: Officer Grade-I

Job Nature: Full-time

Job Location: Anywhere in Bangladesh

Application Deadline: February 12, 2026

Application Link: <https://apps.idlc.com/career#/jobsDetails/155>