

The Premier Bank PLC  
Recovery Officer (SO to FVP)

Application Deadline : 31 Jan 2026

#### Summary

Vacancy: --

Age: At most 40 years

Location: Anywhere in Bangladesh

Experience: 5 to 10 years

Published: 13 Jan 2026

#### Requirements

##### Education

- Bachelor/Honors
- 4-years graduation preferably in Accounting, Finance, Banking, Economics, Law, Marketing or related discipline from a reputed university with no third class/division or equivalent CGPA in the academic record. Having Postgraduate degree will be considered an added advantage.
- Any relevant Professional Qualifications will be considered an added advantage.

##### Experience

- 5 to 10 years
- The applicants should have experience in the following business area(s): Banks

##### Additional Requirements

- Age At most 40 years
- 5 to 10 years of banking experience in loan recovery / credit / special asset management in a bank or financial institution.
- Practical exposure to classified loan management and legal recovery process will be an added advantage.
- In-depth knowledge in credit risk, recovery laws and Bangladesh Bank regulations.
- **Age not exceeding 40 years as of January 31, 2026.** The age limit may be relaxed based on relevant experience.

#### Responsibilities & Context

The Premier Bank PLC., with the network of 136 branches and 67 sub-branches across the country, is on a growth trajectory to expand its network and services nationwide. As part of its commitment to corporate goals, financial inclusion and good governance, the Bank is looking to hire some dynamic and committed **Recovery Professionals**.

##### Job Responsibilities:

- Prepare and place recovery-related proposals, including rescheduling, restructuring, compromise settlement, and write-off, in line with Bangladesh Bank guidelines and internal approval authority.
- Conduct recovery activities for classified loans (Sub-standard, Doubtful, and Bad & Loss) to maximize cash recovery and reduce NPL.
- Maintain close and continuous liaison with borrowers, guarantors, and sponsors to negotiate repayment arrangements and settlement terms.
- Monitor overdue and early-warning accounts and ensure timely follow-up to prevent loan slippage and fresh classification.
- Assist in formulation and execution of account-wise recovery strategies, applying both legal and non-legal recovery measures.
- Coordinate with Legal Division, concerned Branches, Head Office units, and panel lawyers for filing, follow-up, and execution of Artha Rin Adalat cases and other recovery suits.
- Ensure proper preparation, verification, and custody of documentation related to recovery, settlement, and write-off accounts, including charge documents and security papers.
- Conduct field visits, borrower inspections, collateral verification, and guarantor assessments to evaluate recovery feasibility and enforceability of securities.
- Ensure strict compliance with Bangladesh Bank circulars, loan classification & provisioning guidelines, and internal credit and recovery policies.
- Prepare and submit MIS, recovery progress reports, classified loan movement statements, and management updates on a regular basis.

#### Skills & Expertise

Credit Control And Recovery   Recovery

#### Compensation & Other Benefits

- Attractive compensation package including Group Insurance coverage;
- A professional and friendly working environment;
- Clear career progression opportunities.

#### Workplace

Work at office

#### Employment Status

Full Time

#### Job Location

Anywhere in Bangladesh

#### Company Information

The Premier Bank PLC

##### Address:

Head Office: Iqbal Centre, 42 Kemal Ataturk Avenue, Banani, Dhaka-1213

##### Business:

Private Commercial Bank