

Dare to live the life, you've always wanted..

Join with NDB to experience an awesome career that you have always planned!

The position holders are responsible to assist the Branch Manager to achieve the Branch Financial Targets and complete all activities relating to transactions of clients, as per policies / procedures and banking practices

The identified candidates will be responsible for Customer Service Representative / Teller function

The Job

- Check accuracy and completeness of all client requests relating to cash, cheques and other over-the-counter services
- Ensure effecting transactions pertaining to all customer requests into the system timely and accurately as per policy
- Ensure cash balances are reconciled based on deposits as per policy
- Ensure safe-keep of all data & documents of the branch as per policy
- Ensure completion of account opening mandates/customer requests/security documents(as applicable) accurately and forwarded for respective units for processing and safe keeping in a timely manner
- Mine existing customers to increase business
- Proactively generate leads for products & services
- Cross-sell banks products and services
- Maintain zero-tolerance with respect to adherence to all internal audit, external audit & regulatory compliance, as applicable

The Person

- Preferably part qualified in Finance or Banking
- Possess around 2 - 4 years of Branch Banking experience with exposure to all branch functions and customer services within a computerized environment. According to experience Position is at Junior Executive level
- Possess excellent communication and interpersonal skills
- Proficient in Microsoft Excel
- Be a good team player

Please login to <https://www.ndbbank.com/careers> to apply on or before 02nd February 2024
We will correspond only with the shortlisted applicants

"We are an equal opportunity employer"

