

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

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## Junior Executive - Branch Banking (North & East Region)

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 04<sup>th</sup> March 2024

We will correspond only with the shortlisted applicants

**"We are an equal opportunity employer"**



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