CSR / TELLER

BRANCH NETWORK



The position holders are responsible for assisting the Branch Manager in achieving the Branch Financial Targets and completing 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 forward them to the respective units for processing and safekeeping 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 applicable internal and external audit requirements and regulatory compliance standards

The Person

- Preferably part qualified in Finance or Banking
- Possess around 2 - 4 years of Branch Banking experience with exposure to all functions and customer services within a computerised environment
- Possess excellent communication and interpersonal skills
- Proficient in Microsoft Excel
- Be a good team player

This position is at Banking Associate/Senior Banking Associate/Junior Executive level.

Please login to https://www.ndbbank.com/careers to apply.
We will correspond only with the shortlisted applicants.

"We are an equal opportunity Employer"

011 744 8888 www.ndbbank.com

A- (lka) Fitch Rating - National Development Bank PLC (PQ 27) is a licensed commercial bank supervised by the Central Bank of Sri Lanka.

NDB bank
The future is banking on us

Vice President - Human Resources