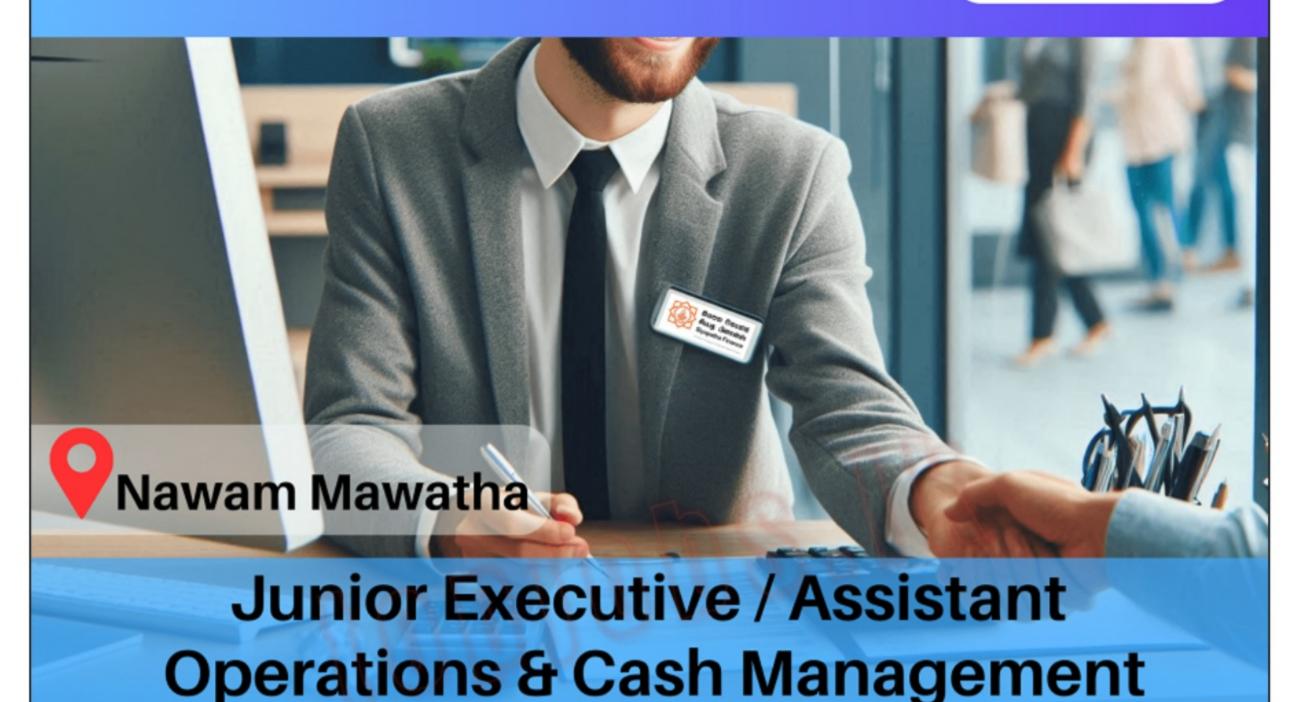
## "BUILDING YOUR CORPORATE FUTURE"





## THE JOB

- Managing and ensuring the effective and efficient delivery of front office transactions and operational activities including the processing and receiving cash and cheque deposits and leasing files management.
- Generating all the necessary daily reports in the system and verify all daily transactions to ensure the accuracy of the information.
- Ensuring all front office functions are strictly following to the statutory compliance standards including of KYC specifications.
- To be well knowledgeable of all the functions in the branch to undertake any work assignment allocated to you within the purview of the branch.

## THE PERSON

- Minimum of 1 year of experience in branch operations in a recognized banking or financial institute is required and minimum of 3 years' experience is required for Junior Executives.
- Minimum G.C.E A/L qualification with G.C.E O/L and a Bachelor's degree would be an added qualification.
- Product knowledge on asset financing and other related financial solutions offered by the company.
- Knowledge of Operations procedures of each product and Instructions.
- Excellent IT & Technological Skills.
- An outgoing personality with a strong interpersonal and communication skills.













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