

Job Vacancy Announcement

POSTING DATE	15/06/2018
CLOSING DATE	15/08/2018

JOB REFERENCE #	EP - ASSISTANT BRANCH MANAGER - 021802
Job Title	مساعد مدير فرع Assistant Branch Manager
Department	Retail Banking & Wealth Management / Branches
Key Responsibilities	To assist in achieving the Branch's sales, services and operational goals and directly responsible for all branch daily operations. To provide direction, leadership and motivation to the team in order to maintain strong relations with current clients and build potential client relations within high quality customer service standards and in accordance with the set Bank policies, procedures and central bank regulations.
Job Requirements	<p><u>Experience:</u></p> <ul style="list-style-type: none"> ▪ Minimum of (5) years of experience in Retail Banking branches ▪ Minimum of (2) years in a supervisory role <p><u>Academic Qualifications:</u></p> <ul style="list-style-type: none"> ▪ Bachelor's degree in Banking & Finance, Business, Accounting, Economics or any other related degree <p><u>Language:</u></p> <ul style="list-style-type: none"> ▪ Arabic – Advanced level (reading/writing/speaking) ▪ English – Advanced level (reading/writing/speaking) <p><u>Knowledge:</u></p> <ul style="list-style-type: none"> ▪ Thorough knowledge of branch operations ▪ Good understanding of the various banking products and services ▪ Strong understanding of central bank regulations ▪ Strong knowledge in Anti-money laundering regulations <p><u>Technical & Personal Skills:</u></p> <ul style="list-style-type: none"> ▪ Advanced skills in MS Office (Word/Excel/PowerPoint) ▪ Communication and business writing skills ▪ Negotiation skills ▪ Organizational skills ▪ Problem-solving and decision-making skills ▪ Personal accountability, self-management and time-management skills ▪ Strong team work and cooperation skills ▪ Good adaptability and change management skills ▪ Strong attention to detail, quick-witted and prompt