

# Job Vacancy Announcement

<b>POSTING DATE</b>	15/06/2018
<b>CLOSING DATE</b>	15/08/2018

<b>JOB REFERENCE #</b>	<b>EP - BRANCH MANAGER - 021801</b>
<b>Job Title</b>	<b>مدير فرع</b> <b>Branch Manager</b>
<b>Department</b>	Retail Banking & Wealth Management / Branches
<b>Key Responsibilities</b>	To manage the Branch's sales, services and operational goals in alignment with the Bank's strategic plans. 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.
<b>Job Requirements</b>	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>▪ Minimum of (7) years of experience in Retail Banking branches</li> <li>▪ Minimum of (4) years in a supervisory role</li> </ul> <p><u>Academic Qualifications:</u></p> <ul style="list-style-type: none"> <li>▪ Bachelor's degree in Banking &amp; Finance, Business, Accounting, Economics or any other related degree</li> </ul> <p><u>Language:</u></p> <ul style="list-style-type: none"> <li>▪ Arabic – Advanced level (reading/writing/speaking)</li> <li>▪ English – Advanced level (reading/writing/speaking)</li> </ul> <p><u>Knowledge:</u></p> <ul style="list-style-type: none"> <li>▪ Thorough knowledge of branch operations</li> <li>▪ Good understanding of the various banking products and services</li> <li>▪ Strong understanding of central bank regulations</li> <li>▪ Strong knowledge in Anti-money laundering regulations</li> </ul> <p><u>Technical &amp; Personal Skills:</u></p> <ul style="list-style-type: none"> <li>▪ Advanced skills in MS Office (Word/Excel/PowerPoint)</li> <li>▪ Communication and business writing skills</li> <li>▪ Negotiation skills</li> <li>▪ Organizational skills</li> <li>▪ Problem-solving and decision-making skills</li> <li>▪ Personal accountability, self-management and time-management skills</li> <li>▪ Strong team work and cooperation skills</li> <li>▪ Good adaptability and change management skills</li> <li>▪ Strong attention to detail, quick-witted and prompt</li> </ul>