

Job Vacancy Announcement

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

| JOB REFERENCE # | EP – HEAD TELLER - 021805 |
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| Job Title | مسؤول أمناء الصندوق Head Teller |
| Department | Retail Banking & Wealth Management / Branches |
| Key Responsibilities | To oversee the provision of various financial transaction services to all current and potential customers performed by tellers. To ensure accurate processing of daily operational tasks related to the provision of cash services within the approved limits and in accordance with the Bank's set policies and procedures as well as central bank regulations. |
| Job Requirements | <p><u>Experience:</u></p> <ul style="list-style-type: none"> ▪ Minimum of (3) year of experience in Retail Banking customer services and branch operations <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 – Intermediate level (reading/writing/speaking) <p><u>Knowledge:</u></p> <ul style="list-style-type: none"> ▪ General knowledge of cash services and branch operations ▪ Good understanding of the various banking products and services ▪ Good understanding of central bank regulations ▪ Good knowledge in Anti-money laundering regulations <p><u>Technical & Personal Skills:</u></p> <ul style="list-style-type: none"> ▪ Advances skills in MS Office (Word/Excel/PowerPoint) ▪ Communication skills ▪ Organizational skills ▪ Customer services skills ▪ Working under pressure ▪ Promptness and accuracy ▪ Personal accountability, self-management and time-management skills ▪ Strong team work and cooperation skills ▪ Good adaptability and change management skills ▪ Strong attention to detail and quick-witted |

