

Job Vacancy Announcement

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

JOB REFERENCE #	EP – TELLER - 021804
Job Title	أمين صندوق Teller
Department	Retail Banking & Wealth Management / Branches
Key Responsibilities	To provide various financial transaction services to all current and potential customers. To ensure accurate processing of all 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 (1) year of experience in Retail Banking customer services <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 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"> ▪ Intermediate skills in MS Office (Word/Excel/PowerPoint) ▪ Communication 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