

VACANCY



Job Title: TELLER

Reporting to: Service Leader

Location: Head Office

Job Summary

Provide exceptional customer service while processing deposits and pay out funds in accordance with bank procedures and accurately record all transactions and balance each day's operations

Major Duties and Responsibilities	Minimum Education Qualification
<ul style="list-style-type: none">• Accurately pay and receive cash on behalf of the bank.• Balance work daily, and support the operations and service functions of the branch, including adherence to policies and procedures.• Maintain the highest level confidentiality and integrity to both internal and external customers.• Buy and sell foreign currency using approved rates confirmed by Treasury.• Process Money Transfer transactions using the available bank platforms• Respond to customer queries or refer them to the appropriate service channels where necessary.	<ul style="list-style-type: none">• Bachelor's degree or its equivalent in any discipline(At least Second Class-Lower). Should have obtained Credits in Mathematics and English at O'Level
	Experience
	<ul style="list-style-type: none">• Experience in sales and cash handling will be an added advantage.
	Key Required Skills
	<ul style="list-style-type: none">• Possess good interpersonal/ communication skills• Demonstrate an understanding of basic electronic banking trends and developments• Basic accounting knowledge• Possess a strong numerical skill.• Multilingual ability.

Interested candidates should submit their application, updated CV and academic documents (O' level, A' level and University) in one attachment to recruit@orient-bank.com addressed to the Head Human Resources by 5th July, 2019