

**Position:** Branch Operation Executive

**Job Description**

**Position Summary:**

This position reports to the Head of Branch Operations and is responsible for assisting customers on the over-the-counter transactions processing and transaction inputs in system daily basis.

**Job Responsibilities**

- Performing or assisting customers with cash withdrawal, cash deposit, account transfer and banker's cheque and cash cheque.
- Performing inward and outward clearing on daily basis.
- Attending customers enquiries through phone calls regarding services and rules.
- Performing teller cash balancing and closing.

**Job Requirements**

- Diploma/ Degree in any field.
- Has excellent communication skill in English and interpersonal skills.
- Ability to learn quickly and work independently.
- Fresh graduates who are interested in building a career in Banking industry are encouraged to apply.