



JOB OPPORTUNITY

ICB Islamic Bank Limited, a multi-national Islamic shariah based Financial Institution majority owned by the Malaysian shareholders, invites applications from qualified sound dynamic professionals for following positions :

POSITION : BRANCH OPERATION MANAGER

No of Vacancy : 15

Location : Dhaka, Chattogram, Barisal, Sylhet, Rajshahi, Jashore Division

Job Context

This position is responsible to oversee the day to day activities of branch operations. To ensure high quality service to the customers for all banking activities. To ensure all activities are in compliance as per bank's operations policy.

Job Responsibilities

- Ensure Hassel free day to day operations, Branch Security, Supervision, IT, Admin and housekeeping.
- Branch Balancing, Daily report & transaction report checking.
- Authorization of all cash/non-cash transactions.
- Ensure proper compliance of Bank's operations policy.
- Managing Cash Management of the Branch.
- Ensure high productivity of each staff.
- Prepare, update and send related reports to concern departments or Bangladesh Bank.
- Monitoring and controlling of stock of security documents of the Branch.
- Maintenance and control of Cheque book, ATM card, PIN etc.
- Manage queue in the cash counter effectively.
- Maintenance of vouchers, records and presentation of Branch.
- Customer Service Oriented.
- Support Branch Manager for Branch Business Development.

Employment Status

Full-time

Educational Requirements

- Masters/ MBA from any reputed university.
- For experience candidate educational requirements may be flexible.

Experience Requirements

- At least 05 years banking experience including 02 years as Operations Manager.
- The applicants should have experience in the following area(s):
Branch Management, General Banking
- Working experience in any Shariah based bank shall be considered as added qualification

Additional Requirements

- Age 30 to 35 year(s)
- Adequate knowledge about the products & services of financial market.
- Well conversant in English and good computer knowledge is desirable.
- Knowledge of processing Trade Finance documents is PLUS

- Ability to work under pressure.
- Candidates must be self motivated, target-oriented, able to work under pressure.
- Candidates should have a pleasant personality; be confident, sincere and proactive.

If you believe that you are the right person for the above mentioned position by meeting the requirements, please submit in confidence with your updated Curriculum Vitae and recent one copy of passport size photograph **mentioning the position applied for on the subject** at: recruitment.hrdho@gmail.com

Application Deadline: June 05, 2021

- N.B.:**
- ICBIBL is an equal opportunity employer.
 - Only short listed candidates meeting the required criteria will be called for interview;
 - Any kind of persuasion will lead to immediate disqualification;
 - ICBIBL reserves the right to accept any or reject all applications without assigning any reason whatsoever.