



Junior Assistant - Few

- **Vacancy for:** 2
- **Posted on:** Dec. 3, 2018
- **Deadline:** Dec. 13, 2018, 11:55 p.m.

Basic Job Information

Job Category : Banking / Insurance /Financial Services > Cash Management, Teller
Job Level : Entry Level
Employment Type : Full Time
Job Location : Kathmandu, Biratnagar, Butuwal, Dang
Offered Salary : Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : Not Required

Other Specification

- Bachelors Degree in Management/Economics from a recognized University
 - Preference shall be given to those having Bachelor Degree
 - Basic PC knowledge and familiarity with electronic equipment (e.g. cash drawers, receipt validators, money counters)
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Job Description

- Provide assistance to customers in handling their deposits and payments
- Assist and support the administration in its operational issues
- Gather and analyze financial and related data of customers
- Liaise between personnel and customers
- Go the "extra mile" to build trust relationships, customer loyalty and satisfaction
- Comply with regulatory requirements
- Manage risk in every transaction and detect fraudulent transactions to prevent losses
- Resolve customers' issues and provide relevant information
- Ensure compliance of security and policies and guidelines in co-operative assistant functions

Note: Salary and Benefits as per the company policy

Applying Procedure

Apply Link : <https://merojob.com/junior-assistant-48/>

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