



Officer Level

- **Vacancy for:** 2
- **Posted on:** April 11, 2018
- **Deadline:** April 20, 2018, 11:55 p.m.

No of Requirements : 2

Job Location : Banke, Nepalgunj

Job Level : Mid Level

Salary : As per Bank Rules

Job Specifications :

- Must have completed Bachelor degree from recognized University
- Must be able to work and contribute in a team & be flexible.
- Must have at least 2 years (Jr. Officer), 3 years (Officer) & more than 4 years (for Sr. Officer) of working experience in related field
- Performance shall be given to the candidates having sound knowledge of credit and branch operation

Job Descriptions :

- Regular and predictable attendance and punctuality
- Open and close the branch, as needed
- Perform all CSR and New Account Representative duties
- Supervise CSR staff, ensuring adherence to bank policies, procedures and standards
- Schedule shifts, lunches, breaks and time off for optimum customer service
- Assist in training new employees
- Provide staff with on-going training through staff meetings
- Delegate duties to staff and review work for accuracy and understanding

Note:

- All the candidates must have computer knowledge & office application along with excellent Communication skills
- Salary & benefit will be as per the rules of bank
- Those candidates who have already banking experience can apply only one post higher from existing
- Only short-listed candidates shall be contacted for interview and/or further selection process

TO APPLY:

Interested candidates who fulfil above requirements for the positions are invited to mail their detailed & updated CV with an application letter and recent photographs within 7 days at

vacancy@bhargavbank.com.np

OR,

Applying Procedure

Apply Link : <https://merojob.com/officer-29/>

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