



LOOKING FOR A BANKING JOB?

Community Bank Bangladesh Limited, a concern of Bangladesh Police Kallyan Trust, has been established with a vision to serve communities with the tailor made secured solutions abiding by the highest level of corporate governance. It aims to contribute to the economic growth of the country by providing financial products & services to the communities across geographies. State-of-the-art Core Banking System is an enabler to operate centrally in optimum magnitude. Community Bank runs on its three core building blocks i.e. Trust, Security and Progress.

Position: Customer Service Executive (Contractual)

Key Job Responsibilities:

- Provide friendly and responsive customer service
- Respond to all sorts of customer queries
- Coordinate with relevant units including Branches, Credit Risk Management, Asset Operations and Liability Operations for delivering smooth customer service
- Timebound service delivery
- Proactively identify customer requirements and fulfill with sincerity and due diligence

Educational Requirements:

- Minimum Masters in Business/Economics/Banking/English or relevant subjects from reputed University
- BSc Engineering in Computer Science/ EEE/ Mechanical/ Civil/ Architecture
- No Third Division in academic record

Experience Requirements:

- Minimum 2 years of working experience in any bank/non-banking financial institution/micro-finance institution/NGO will be given preference

Competencies & Skills:

- Smart, team player, paired with agile mindset and can-do attitude
- Excellent communications and persuasion skills

Additional Requirements:

- Should have basic computer skills like Microsoft Word, Excel, PowerPoint, etc.
- Should have ability to prioritize tasks and manage accordingly
- Ability and willingness to travel extensively

Job Location: Outside Dhaka. (People willing to work outside Dhaka is advised to apply).

Salary:

- Gross Salary: BDT 20,000.
- Incentive Bonus: Maximum BDT 5,000 per month depending on target achievement

Job Nature:

- 2 years of fixed term contract. Appointment in Bank's permanent position or further extension of contract will depend on the performance of the incumbent and availability of vacant positions.

Special Conditions:

- Management of the bank reserves the right of cancelling any application without providing any explanation. Because of publishing the job advertisement, management of the bank is not bound to invite or recruit candidates
- Shortlisting of the candidates from the applied list is the sole discretion of the management of the bank
- Only the shortlisted candidates will be contacted for further recruitment process through call or SMS. Any kind of persuasion regarding this will be considered as incompetency of the candidate
- Candidates will not be entitled for any kind of TA/DA for attending in the interview

Application Procedure:

Interested candidates are requested to apply through **bdjobs.com** by Monday, 30 November 2020. No hardcopy of application will be accepted.

*Conditions Apply



Community Bank

• Trust • Security • Progress