

Senior Assistant - Branch Operations

 Closing Date: 13th January 2023

Job Profile

- Ensure adherence to all standardized operational procedures as per operations
- Manuals maintain accuracy in account opening documentation
- Ensure that customer verification is as per Central Bank and operational regulations
- Coordinate day to day operational issues in the branch with the relevant support departments
- Handle the supervisory role of the branch when required (with prior approval)

Special Skills

- Knowledge in KYC and anti-money laundering laws
- Conversant in banking operations
- Excellent communication and customer service skills

Experience & Qualifications

- Minimum of 4 years experience in a Bank with experience in Branch Operations
- A part qualification in Banking (Completion of four subjects at CBF Level) or CIM/CIMA/ACCA or 1 year of a 3 year degree program