



LOOKING FOR A BANKING JOB?

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

The Bank is looking for dynamic and hardworking individuals to strengthen its customer service team.

Position: Customer Service Executive

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, Assets 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

- Masters or equivalent degree from reputed university/institution. No third division/class/equivalent CGPA in academic records.

Experience Requirements

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

Salary & Benefits

Selected candidates will be appointed initially for two years fixed-term contract. Appointment in Bank's permanent position or further extension of contract will depend on the performance of the incumbent.

Basic Salary: BDT 15,000 per month

TA/DA: BDT 4,000 per month

Mobile Phone Bill: BDT 1,000 per month

Incentive Bonus: Maximum BDT 5,000 per month depending on target achievement

Job Location

- All 64 districts of Bangladesh
- Applicant(s) from the native districts will be given preference

Competencies & Skills

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

How to apply: Interested candidates, who fulfill the eligibility requirements, are requested to visit www.bdjobs.com and apply online by 3 September 2019. No hardcopy of the application will be accepted.

*Conditions Apply



Community Bank

• Trust • Security • Progress