



GREAT CAREER STARTS HERE



1. Branch Manager, Retail & SME Banking (Dhaka, Chattogram & Sylhet Division) Grade: AVP - SAVP

Prime Responsibilities

- > Ensuring smooth functioning of the day to day Banking operations and services to the customers
- > Achieving business target and ensuring profit for the branch through quality business booking of Retail & SME Banking products as well as maintaining of customer relationship thus keeping the flow of healthy portfolio for the branch
- > Optimizing branch P&L and balance sheet performance as well as other financial KPIs through acquiring low cost liability
- > Maintaining a high quality portfolio as per bank's risk appetite and achieve or exceed business targets
- > Leading people in an environment where customers & people both are priority
- > Ensuring prevention of Money Laundering in line with regulatory requirements
- > Ensuring compliance is inculcated into the behavior and practice of the branch people through daily counselling, monitoring, coaching and managing them

2. Branch Sales & Service Manager, Retail & SME Banking (Dhaka, Chattogram & Sylhet Division) Grade: SPO - AVP

Prime Responsibilities

- > Positioning the branch as an effective Retail Sales and Service outlet by providing superior customer service
- > Assisting Branch Manager to meet or exceed financial targets by effective management of RM and Branch sales team
- > Implementing and monitor robust compliance both regulatory & internal control regime across all operational aspects of the Branch
- > Ensuring proper functioning of day to day control & periodic monitoring of activities and timely resolution of risk issues
- > Continuously identifying areas of improvement and initiate action wherein necessary
- > Ensuring an environment where the RO/RMs can operate as a team demonstrating the values of the bank and maintain high levels of motivation among branch people
- > Ensuring quality business portfolio as per bank's risk appetite and maintenance of customer relationship thus keeping the healthy portfolio for the branch
- > Handling customer feedback and complains to ensure high standard customer service
- > Playing key role in branch profitability and achieving the branch's business target as well as other financial KPIs through acquiring low cost business
- > Penetrating the market for different products as per requirement of the bank

3. Branch Operation Manager, Retail & SME Banking (Dhaka, Chattogram & Sylhet Division) Grade: SPO - AVP

Prime Responsibilities

- > Ensuring proper control & compliance in Branch operation with Bank's policies, regulatory laws & guidelines
- > Authorizing of financial & non-financial transactions by ensuring proper verification of source & supporting documents
- > Proper and authentic reporting to regulatory authority and internal stakeholders
- > Acting as coordinator during Audit (both in internal & external)

Qualification & Other Competencies

- > **Branch Manager:** Minimum eight (8) years of experience in branches of reputed Banks/ Financial Institutions; two (2) years of experience in similar role is preferable
- > **Branch Sales and Service Manager:** Minimum five (5) years of experience in branches of reputed Banks/Financial Institutions; one (1) year of experience in similar role is preferable
- > **Branch Operation Manager:** Minimum Five (5) years of experience in branches of reputed Banks/Financial Institutions; two (2) years of experience in similar role is preferable
- > Minimum graduation from relevant background
- > Experience of working in a centralized process and real time on-line banking environment is preferable
- > Excellent business communication skills with effective business acumen
- > Ability to contain cost for bottom line result
- > Leadership qualities to managing, coaching and mentoring people
- > Geographic mobility and flexibility

Eastern Bank Limited offers excellent career opportunities with most competitive salary and benefits package.

How You Can Apply?

Please log on to www.ebl.com.bd/career and apply on or before **December 9, 2021**. Preferred job location (i.e. Dhaka/Chattogram/Sylhet) to be mentioned in the application.

Candidates will be treated strictly on merit, experience & performance record. Only short-listed candidates will be communicated and any sort of persuasion will result in disqualification. EBL reserves the right to accept or reject any application without assigning any reason whatsoever.