

You are **focused** and
people centric
diligent and **meticulous**
You believe in **power of innovation**
and **team work**
You dare to **dream**

Growing Together...

IGNITE THE LIGHT OF POSSIBILITIES

Branch Sales & Service Officer, Branch Distribution & Management Division

KEY RESPONSIBILITIES

- Provide responsive service by using skills for delightful customer experience
- To handle customer complaints in a positive manner and converting complaints into service improvement opportunities
- Achieve set targets in terms of deposit and advances
- Ensure that effective processes and controls are in place with clear responsibility and accountability for the prevention of money laundering, misrepresentation, fraud & customer protection in line with the policies and standards.
- Ensure that any or all expenses for the branch are processed as per policy and with due diligence
- Create an environment where the branch as a unit of Branch Banking channel operates effectively as a team demonstrating the values of the LBFL
- Ensure daily reports are done accurately and on timely
- Keep good relationship and liaison with related stakeholder

KEY QUALIFICATIONS

- Educational Qualification: Minimum Graduation from any public or private university
- 2-6 years of relevant working experience in Banking and NBFIs is preferred
- Excellent written and verbal communication both in Bangla and English
- Strong analytical ability, interpersonal & communication skill, MS Office knowledge is required
- Age at most 35 years

JOB LOCATION

Anywhere in Bangladesh

KEY BENEFITS

- Festival Bonus, Provident Fund, Gratuity benefits
- Yearly Performance Bonus & Annual increment based on the performance
- Life insurance Facility. Health & Medical insurance for self, spouse & children
- 20 days of Annual Leave per calendar year beside regular Casual & Sick Leave

Only short listed candidates will be gone through standard recruitment process. **LBFL reserves the right to accept or reject any application without assigning any reason whatsoever.**

If you believe that you are the person are looking for, we invite you to submit your application through our website-

www.lankabangla.com/branch-sales-and-service-officer

**Only online application will be accepted*

APPLICATION DEADLINE: JULY 11, 2022