

CAREER OPPORTUNITY



Designation: Branch Manager

Job Grade/ Seniority: Assistant Manager/ Manager

Vacancy: 3 (three)

Job Location: Jessore, Mymensingh and Comilla

Department: Retail Business

Reports to: Head of Distribution

Position Summary: Branch Manager will manage a team and increase sale of financial products and services. He or she will also be responsible for attracting new customers, mitigate risks and governance of the branch.

Job Description:

- Developing a business plan for the branch.
- Communicating and implementing business, marketing and sales plans.
- Monitoring sales targets and budgets, producing figures and reports.
- Assessing lending risk.
- Ensuring that the branch assets are safe and secure.
- Motivating staff to meet targets.
- Understanding the needs of individual and business customers.
- Maintaining the brand image and corporate policies.
- Responsibility for staff supervision and training.
- Ensuring that local regulatory compliance functions are in place and monitored strictly.
- Making sure that staff follow rules and procedures to prevent fraud.
- Ensure that regulatory compliance functions are in place and monitored.
- Ensure that business risks and controls are well managed.
- Responsible for ensuring proper Business Continuity Plan.
- Dealing with any customer complaints.
- Promoting IPDC in the local community.
- To meet documentation processing standards and to ensure that Branch gets an audit rating of at least "Satisfactory".

Education and Experience: BBA/ MBA with major in Finance/ Accounts/ Management from a recognized university with 6 to 8 years' experience in the related field.

Skill Requirements:

- People management skill.
- The ability to lead and motivate staff.
- Problem-solving and decision-making abilities.
- A thorough understanding of financial product regulations and legal aspects of banking.
- Strong communication skills, both written and oral in English and Bengali.

Perquisite qualifications will be relaxed for truly deserving candidates.

How to Apply: Only short listed candidates will be called for interview as per recruitment process. Persuasion of any kind will be regarded as disqualification. IPDC reserves the right to accept or reject any application without assigning any reason whatsoever. IPDC is an equal opportunity employer and commits a competitive compensation package, a great career development program and a unique working environment where you can certainly materialize your dream. Please send your CV to career@ipdcdb.com mentioning the position you are applying along with location preference by March 11, 2017.