

Job Title : Service Ambassador

OVERALL PURPOSE:

- ◆ Attend to customers for opening bank accounts
- ◆ Deal with customers (customer's request or any inquiry)
- ◆ Take care of customer service area and banking hall area

RESPONSIBILITIES:

- ◆ Deal with customers
- ◆ Answer to any inquiries by customers (by visit or phone call)
- ◆ Attend to customers' enquiries (related to the banking products and services)
- ◆ Inform and recommend new banking products to either existing or prospective customers
- ◆ Activate Account for customer
- ◆ Change account information/ Update Customer Information
- ◆ Perform Daily Passbook balancing
- ◆ Report all account opening report from all branches to management
- ◆ Scan and add customer's signature in Smart Bank
- ◆ Ensure the compliance with Vattanac Bank's internal policies and procedures, code of conduct and regulatory guidelines

OTHERS RESPONSIBILITIES:

- ◆ Assist in registering card retained and new Visa/Master cards
- ◆ Deliver card and introduce ATM functions to customer

REQUIREMENTS

Contact Info:

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