

Job Title : Operation Office

OVERALL PURPOSE:

- ◆ Serve customers (Deposit, withdrawal, Fixed, western, Remittance, Currency Exchange)
- ◆ Take care of customers at banking hall

RESPONSIBILITIES:

- ◆ Opening of accounts and customer information
- ◆ Follow up of specimens scanning
- ◆ Signature upload
- ◆ Checking customer risk profile report
- ◆ Customer services (information and complaints)
- ◆ Half-yearly closing of customer information report
- ◆ Account balance/ Audit Confirmation
- ◆ Automatic Transfer Instruction
- ◆ Amount block input and Release amount block input
- ◆ Chq book and Passbook issue
- ◆ Stop cheque payment
- ◆ Authorize transactions in accordance with the signing authority
- ◆ Cards activate and suspend
- ◆ Voyager report upload
- ◆ Customer bank statement (weekly and monthly)
- ◆ Prepare BAR report
- ◆ Check end day report of Teller and Customer Services reports
- ◆ Checking daily voucher
- ◆ Daily checking report of passbook, chq book, NBC chq, cashier order and etc.
- ◆ Daily reporting of AML and CFT report
- ◆ Weekly management report
- ◆ Checking of monthly accounts closing report
- ◆ Prepare monthly of Lost Passbook and Balance Confirmation report
- ◆ Monthly Staff gets new customer campaign report
- ◆ Monthly call log report
- ◆ Account opening report (daily and monthly)

Other Responsibilities:

- ◆ Relief chief cashier
- ◆ Assist customer cash deposits and withdraw of large amounts
- ◆ Assisting in the completion of forms and applications
- ◆ Other job assign from management

QUALIFICATIONS REQUIREMENTS:

Contact Info:

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