

Job Title : Deposit Advisor

OVERALL PURPOSE:

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

RESPONSIBILITIES:

- ◆ Deal with all customers
- ◆ Answer to any inquiries by Chinese customers (by visit or phone call)
- ◆ Inform and recommend new banking products to either existing or prospective for Chinese customers
- ◆ Activate Visa Card and Money Card
- ◆ Change account information/ Update Customer Information
- ◆ Support the branch for marketing activities.
- ◆ Check and verify all information regarding customer account opening, specimen signature and other requested by customer
- ◆ Check and daily balancing on Passbook and Visa Card
- ◆ Daily report for all account opening to management
- ◆ Check and authorize on upload specimen in system flexcube
- ◆ Conduct KYC ,screen against black list (AML system)regarding account opening
- ◆ Ensure the compliance with Vattanac Bank's internal policies and procedures, code of conduct and regulatory guidelines.

OTHERS RESPONSIBILITIES:

- ◆ ATM Card processing
- ◆ Customer Apply card
- ◆ Deliver card and introduce ATM functions to customer
- ◆ Assist to register card retained and new ATM card
- ◆ Call to inform customers for new product launch
- ◆ Introduce or deliver flyers or brochures of new product to customers.

REQUIREMENTS

Contact Info:

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