



Career Opportunities at Bank Bic Namibia

Suitably qualified and highly motivated candidates are invited to apply for the following position.

BRANCH SUPERVISOR (Windhoek)

Job Purpose

The emphasis of this position is to manage branch employees, maintain a positive environment and ensure customers satisfaction, compliance adherence, effective branch operations and assist the branch manager.

Key Responsibilities

- *Orchestrate any interaction between branch staff and clients;*
- *Maintain high standard of services in branch and compliance as well as obeying all policies and regulations.*
- *Provide Financial/Credit Analysis with relevant financial information and relevant section of credit application containing needs and risk analysis; and*
- *Improve Revenues and expenses and grow the business, while exceeding customer expectations.*
- *Share knowledge with Head Office on effective practices, competitive intelligence, business opportunities and needs*
- *Treasury and ATM Custodian*
- *Responsible for various administrative tasks*
- *Processing and balancing Teller treasury*
- *Responsible for month-end reconciliations and daily balancing of suspense and PL accounts*
- *Checking and authorizing all Teller transactions*
- *Checking and Controlling of enquiries*
- *Daily branch control reports*
- *Control and management of Customer account records*

Core Behavioural Competencies:

- *Conflict Management Capacity*
- *Customer Service Driven*
- *Good Administration Skills*
- *Excellent Managerial, Communication and Interpersonal Skills are Essential*
- *Team Player with a flexible approach*
- *Sales driven*
- *Excellent knowledge of the bank's products and systems*
- *Adapt to A Fast Paced, High Energy Work Environment.*
- *Able to Work Under Pressure*

Education & Experience Requirements:

- *Grade 12 (25 points) or Diploma/Degree in Business/Banking studies*
- *High profile individual*
- *At least 3 years of banking experience with a strong knowledge of branch administration procedures*
- *Experience in selling bank products*
- *Must be willing to work every second Saturday*
- *Computer literate (MS Word, MS Excel and MS PowerPoint)*
- *Namibian citizen*

Applications accompanied by a detailed CV (which must include a career outline to date) should be forward to: Human Resources Department via email: hresources@bankbic.na

Closing date: 05 August 2022