

Position: BH's Coordinator
Report To: Business Head
Division: Business Division
Location: Head Office Karachi

Position Summary:

The Business Head Coordinator supports the Business Head in managing day-to-day operations, coordinating with internal departments, preparing reports and presentations, tracking business performance, and ensuring timely execution of strategic initiatives.

Key Responsibilities: .

- To coordinate with Business Head in terms of latest Business updates (based on regulatory requirements / industry best practices).
- Prepare MIS reports, dashboards, and business performance reports.
- Reporting of daily/ weekly/ monthly/ quarterly required data of the branches to Head office.
- Prepare presentations for management meetings and business reviews.
- Effective management of Annual Leave Roaster of all Branch staff of assigned branches
- Expenses management and sending monthly expenses statement of regional operation office.
- To provide support to RBH to coordinate with internal stakeholder's / support divisions during and after the implementation phase of management decisions, policies and procedures relating to core banking system and / or any new system and / or procedure introduced for efficiency of services / service culture, improvement in controls and operations function as a whole.
- Ensure to complete in a complied and end to end manner all given assignments and / or additional responsibilities, as and when provided by the line management.
- To ensure proper internal / external controls and checks are in place in respective assigned Branches according to the prevailing Standard Operating Procedures, regulatory and law requirements and controls.
- Arrange / consolidate responses / required information from Branches in an accurate manner and submit to the Line Manager

Required Qualifications

- Bachelor's degree in Business Administration, Finance, Commerce, or a related field.
- MBA will be preferred.
- 3–5 years of experience in banking industry