

Position: Branch Operations Officer

Division: Business Division

Required Qualification & Experience:

Minimum Bachelor's preferably Master's degree from a reputable HEC recognized Institution with 3 years of experience in a similar role. Good understanding of Banking products and systems. Strong communication and inter-personal skills. Should have good understanding of AML/KYC and related SBP Regulations.

Main Duties & Responsibilities:

- Provide support and guidance to branches regarding daily operational issues, IT systems & core banking systems related matters or due to any regulatory requirement as and when required.
- Coordination with IT department for implementation of required changes in the IT systems.
- Coordination with branches and relevant stakeholders in order to comply SBP AML CFT CPF Regulations and strengthening operational controls.
- Coordination with branches and different stakeholders in order to solve the queries, data requirement and day to day operations.
- Interaction with Regulators w.r.t any query or data requirement along with Returns & SBP reporting's.
- Meticulously comply and remain updated with SBP – AML/CFT/CPF Regulations and other applicable regulatory instructions relevant to job role.
- Any other job assigned by the Line Manger/Divisional Head.
- Ensure time by Submission of data/reports required by line manager/RO/HO.
- Ensure satisfied customer services to all Client.