

QNB is hiring!

Job Title: Teller (QNB3177)

Location: Main, Mixed and Retail Branches

Job Summary:

Acting as the first “point of contact” for many customers and responsible for providing efficient services to customers through handling their daily cash operations and inquires.

Job Specifications:

1. Assist customers in their everyday banking needs, withdrawals, deposits, currency exchange, etc.
- 2- Utilize every chance to highlight products to customers, develop opportunities, and guide customer to appropriate point of contacts in the branch.
- 3- Accept and process cash deposits to opened accounts (current, saving, checking, overdraft, GL); and prove cash entirely.
- 4- Process cash cheques, withdrawals, and expense redemption.
- 5- Check the received cash/cheques for forgery and soundness and report the cases to the Head of Operations.
- 6- Exchange foreign currencies to the established dealer rates; and prove currencies entirely.
- 7- Use the core banking system to process transactions and verify customer signature.
- 8- Count, prove, and package currency and coin.
- 9- Register the outgoing/ incoming cash in the Tellers' Deposit/Withdrawal from Branch's Main Vault for local and foreign currencies.
- 10- Follow the related procedures and policies concerning cash operations, cheques withdrawal and FX transactions.

- 11- Balance cash and prepare daily and final currency position.
- 12- Perform a range of related duties and replace other tellers within the group if needed.
- 13- Apply the relevant regulations and instructions of CBE regarding foreign currency exchange, deposit, and withdrawal.
- 14- Responsible for proper key circulation and vault handover process.
- 15- Ensure correct functioning and implementation of the Permanent Supervision, Compliance and Money Laundering, Operational Risk, and Workplace Success Guidelines whenever and wherever possible.
- 16- Ensure correct adoption of policies and procedures in order to guarantee that QNB business is conducted in compliance with Local Laws, Internal rules and regulations, as well as International Standards

Education:

Bachelor's degree in business, Commerce, or Economics.

Experience:

Fresh Graduate with fair knowledge in the banking field.

Skills:

- Excellent communication & presentation skills
- Cooperative, creative, & proactive
- Trustworthy, honest & integrate.
- Ability to work under pressure and within a team.
- Fluent in Arabic & English written/spoken.