

Retail Banking Division

Branch Deputy

Responsibilities:

- Responsible for supervision of the administration matters of a branch and is required to provide necessary business / marketing support to the Branch Manager in conducting day to day business activities
- Supervise subordinates to ensure branch staff 100% adherence to Bank's compliance requirements and strictly comply with the Bank's policy in maintaining sound risk management of the branch at all time
- To ensure branch operation and control are properly managed at all time in accordance with laid down procedures, guidelines and audit comments
- Keep staff informed of pertinent changes in operational policies and procedures
- Provide guidance and support to assist subordinates to resolve customer issues and queries in a timely manner
- Review and authorize branch transactions and documents, substitute branch officer role when absence

Requirements:

- Bachelor's degree or above
- Sound banking knowledge on deposit, mortgage, loan, branch operation and management skill
- Minimum 5 years' relevant experience in branch network of retail banking
- Able to solve business difficulties and work under pressure
- Good leadership skill to drive excellent services
- Good command of written and spoken English and Chinese

OUR BENEFITS

As rewards to high achievers, we offer an attractive remuneration package which includes:

- Performance bonus
- Meal allowance
- Sales incentive
- Provident fund scheme
- Medical coverage
- Paid annual leave
- Education subsidy
- Low-interest staff mortgage plan
- High-yield payroll account
- Dental insurance

HOW TO APPLY

If you would like to head start your career in a fast growing organization, please send your application and your recent photo to our bank:

By Mail: Human Resources Department
OCBC Bank (Macau) Limited
241 Avenida de Almeida Ribeiro, Macau

By E-mail: career_mac@ocbc.com

***Personal data collected will be kept confidential and used for recruitment purpose only.**