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UNION COMMERCIAL BANK PLC.
聯合商業銀行



玉山銀行
E.SUN BANK

JOB ANNOUNCEMENT

BE A PART OF UCB

Assistant Branch Manager

Responsibilities:

- Manage daily operation of branch both operation and marketing sections
- Assist Branch Manager in implementing business development strategies
- Provide warm, friendly and welcoming atmosphere both employees and customers
- Provide quality and exceptionally services to customer
- Assist Branch Manager to achieve target
- Train, coach, supervise and evaluate branch in line with bank procedures and policies
- Maintain operational standards to provide an excellent working environment for employees
- Resolve customer complaints promptly and efficiently
- Support sale activities including loan, deposits and other banks products
- Manage cash vault and ensure the cash is kept with approval limit
- Refreshment and update all policies and procedures to team member
- Check / verified / initial all loan before submit to Branch Manager
- Manage and support marketing team all tasks related to loan

Requirements:

- Minimum Bachelor Degree in Banking and Finance or related fields
- Over 5 years working experience in Banking Industry
- Strong social and marketing experience are encouraged to apply
- Demonstrated understanding of local corporates business needs and expectations
- Good command in English and Chinese would be a plus