

## Greater Bay Area Corporate Banking Department

### Customer Service Manager

(Ref. No: GBD-1286)

#### Job Responsibilities:

- Provide sales services to customers including account openings, AML checking, deposit quotation, remittance & banking
- Coordinate and track internal business reporting of the business unit
- Cross-sell bank's customer products, if any, to potential customers
- Act as coordinator for the Department to liaise with customers and other departments in daily operations
- Perform ad-hoc tasks as assigned

#### Job Requirements:

- Secondary education level or above
- Relevant working experience in banking operations: loans administration/deposits/account opening/e-banking services and etc; preferably with front-line or customer service /bills operation experience
- Good business sense, excellent communication and interpersonal skills
- Mature and self-driven
- Self-motivated, independent and able to work under pressure
- Conversant in MS Office Applications
- Good command of both written and spoken English and Chinese

To apply, please submit your resume to [hrd@icbcasia.com](mailto:hrd@icbcasia.com).

*All information provided by applicants will be used only for recruitment purposes and will be used strictly in accordance with the Bank's Privacy Policy Statements and Circulars, which are available on our website.*