

Position : Customer Service Officer (Chinese Speaking)

Job Descriptions:

- Proceed the transactions of banks products and services according to the procedures
- Effectively, accurately, timely deliver services to customers with good manner and maintain good relationship with customers
- Introduce and advise the products/services to the customers
- Acquire and refer new customer to the bank
- Cross-sell other banking product to existing customers
- Monitor cash kept in till not to be over defined till limit
- Handle the daily reconciliation and submit accounting information to Head office
- Handle outward cheque clearing and submit to Internal/External clearing center
- Responsible for keeping the keys of strong room / day safe / cash box as assigned
- Proceed an accounting entry of tax and duty according to work process defined by Accounting department
- Collect and review daily slips/vouchers and customers documents
- Check the completeness of documents sent between branch and head office
- Responsible for other ad-hoc activities as assigned.

Required Qualifications:

- Bachelor's degree in any fields
- Working experience in Bank Teller, Guest Service Agent, or related with Customer Service (Chinese Speaking) will be a plus
- **Welcome fresh graduates from Chinese Language or Business Chinese**
- **Good command of Chinese**
- Positive Thinking, Assertive, Flexibility and able to work at business center.
- **Able to work/rotation in Banking or upcountry**

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