



Customer Service Officer (Cash)
EASTERN BANK PLC.

Job Category: Customer Service/Call Center

Job Source: nrbjobs.com

Job Summary

Employment Type: Full Time

Gender: Any

Career Level: Entry Level

Experience: 1-2 years

Posted On: 21 Oct 2024

Application Deadline: 26 Oct 2024

Job Context

- Eastern Bank Customer Service Officer (Cash) Job Circular – Eastern Bank PLC is a private commercial bank in Dhaka, Bangladesh. Recently, Eastern Bank PLC published a recruitment circular for the post of “**Customer Service Officer**” for their Cash Area, Branch and Sub Branch.

Division: Cash Area, Branch and Sub Branch

Job Grade: Assistant Officer

Workplace: Work at Office

Job Description/Responsibility

- N/A

Education Requirements

- Bachelor Degree in any Discipline in any subject with CGPA 3.00.

Additional Academic Requirements

- Fresh business graduates with CGPA of 3.00 or above.

Experience Requirements

- 1 - 2 years of experience is required. Fresher can also apply.

Additional Experience Requirements

- 1 to 2 years of experience in a similar role at a reputed bank (optional).
- Freshers are also encouraged to apply.

Skills Requirements

- Willingness to work anywhere in Bangladesh.
- Strong communication and interpersonal skills with adequate computer literacy.
- Proactive team player, positive mindset and ability to work under pressure.
- Ability to learn quickly in-depth product and service related knowledge.

- Compliant with Bangladesh Bank policies, AML regulations, and directives on Money Laundering prevention.
- Adequate computer literacy on online software modules & MS Office packages.

Work Area

- Applicant should have experience of working in the following category(ies): Customer Service/Call Center

Industry Type

- Experience should include the following skills: Bank/Non-Bank Fin. Institution

Job Location

- Anywhere in the country

Compensation/Benefits

- Monthly gross salary of BDT. 36,000 during probation period (probation period is minimum 6 months)
- After successful completion of probation period, monthly salary will become BDT. 45,000
- Other admissible benefits as per People Management Policy of EBL.