



VACANCY
ENQUIRIES CLERK / RELIEF TELLER
LENASIA

Applications for interested and suitably qualified candidates are invited in respect of the above position.

CORE PURPOSE OF THE JOB

Responsible for attending to all general enquiries from all walk in clients and to assist or direct them to the appropriate consultants in our continued efforts to deliver excellent client service

KEY PERFORMANCE AREAS

- Assisting clients with all queries related to investments
- Assisting clients with all transactional banking queries, replacement cards, change in limit, internet banking queries etc.
- Attends to customer detail changes.
- Confirmation and verification of all client details for all transactions.
- Telephone and switchboard duties.
- Attending to any customer service requests in branch as well as walking the floor during peak periods
- Cross sells the banks products at all given opportunities
- Ensures that sufficient product brochures are available in the banking hall
- Provides efficient and effective service to clients
- Relief teller responsibilities
- Filing
- Adhoc admin duties

QUALIFICATIONS

- Matric

PREFERRED EXPERIENCE

- A minimum of 3-4 years of general banking experience, preferably with some sales exposure

SKILLS REQUIRED

- Customer orientated
- Accuracy and attention to detail
- Efficiency and time management
- Organizational skills
- Analytical ability
- Proficient in the Microsoft office programs

General

- Required to work Saturdays

Forward your CV and qualifications to hr@albaraka.co.za