



EMPLOYMENT OPPORTUNITY

Bank of the Bahamas Limited, the institution of first choice in the provision of financial services, seeks to identify suitable candidates for the position of:

Customer Service Representative I, San Salvador

Key responsibilities:

- Provides excellent customer service to internal and external customers
- Service customers by preparing and processing transactions such as money grams, drafts, telex transfers, cables, standing orders, on-line banking requests, and American Express payments
- Manages accounts by conducting account enquiries, updates, and placing holds on accounts
- Reconciles Managers Cheques and General Ledger suspense accounts
- Files all customer service related documents and reports

Minimum Requirements:

- Associates Degree in a Business Area or ABIFS Certificate
- Two (2) years banking experience
- In-depth knowledge of the bank's operational policies and procedures
- Knowledge of AML and Compliance procedures
- Strong interpersonal skills
- Ability to work as part of a team
- Proficient in Microsoft Office

Benefits include: Competitive salary commensurate with experience and qualifications; Group Medical (includes dental and vision) and life insurance; pension scheme.

Interested persons should apply no later than **August 16, 2021** to:
Email: hr.apply@bankbahamas.com