



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:

Supervisor, Night Depository (Freeport Branch)

Key responsibilities:

- Ensures that tasks are distributed amongst the team to allow maximum productivity (on a daily basis).
- Oversees the operations of the Night Depository Unit to ensure: - i.) employees have appropriate resources, ii.) cash levels are adequately managed, and iii.) customers are serviced properly.
- Ensures customer complaints and issues are resolved, employee concerns handled appropriately and Unit security is upheld.
- Prepares all Management reports in a timely manner.
- Works in a supervisory capacity by providing instruction to associates; demonstrating job requirements and preparing work schedules to cover for all absences.
- Conducts monthly and weekly audits by reviewing the work of team members against bank procedures.
- Ensures the balancing of periodic listings, such as ATM Overages and Shortages, Cheque Clearing Accounts, etc.
- Performs duties of Treasury Custodian by distributing and receiving cash from CSRs, packaging for shipment and ensuring reconciliation with treasury records and daily balancing to general ledger.
- Ensures that monies are properly transferred from the Unit to other Banks or the Centralized Treasury Unit and vice versa ensuring that proper security measures are followed.
- Manages all offsite ATMs on Grand Bahama to ensure adequate cash levels are maintained and machines are operating properly.
- Performs a variety of other related duties such as: conducting cash counts, holding treasury combination, preparing administrative reports for the Night Depository Unit and performing lock up duties.
- Creates an environment of continuous improvement by providing guidance to staff in the preparation of their personal development plans to close competency gaps, broaden their knowledge base, assist them in achieving their goals.
- Performs other duties as assigned.

Minimum Requirements:

- Possess strong leadership skills (i.e. the ability to train, coach and direct a team).
- Works well with teams and independently to achieve department's goals.
- Can manage conflict effectively.
- Possess strong accounting skills.
- Possess excellent problem solving and analytical skills.
- Possess excellent interpersonal skills.
- Possess excellent knowledge of the Banking system.
- Pays close attention to detail.
- Possess excellent speed and accuracy skills.
- Possess strong organizational and multi-tasking skills.
- Excellent oral and written communication skills.
- Possess the aptitude to understand and process information very quickly.
- Possess the aptitude to operate a variety of office equipment, including computer including Microsoft Office applications, calculator, printer, fax machine and photocopier

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 **September 2nd, 2021** to:

Email: hr.apply@bankbahamas.com