



# Bangladesh Commerce Bank Limited

Head Office, Eunoos Trade Center (Level-22), 52-53 Dilkusha C/A, Dhaka-1000

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## Career Opportunity

Bangladesh Commerce Bank Ltd. (BCBL) is undergoing major restructuring, expansion & development to attain a sustainable growth. In order to offer competitive service with tailor made products, the Bank is looking for highly motivated, energetic, result oriented, qualified and experienced bank professionals capable of taking the leadership roles in their respective functional areas.

### FAVP/AVP (Human Resources Division)

#### **Requirements:**

- MBA/Masters in any discipline. Persons with diploma in HR/PGDHRM will be preferred.
- Minimum 10-12 years of experience in any reputed commercial bank/ Financial Institutions or similar other institutions with minimum 03 (three) years as SEO/FAVP out of which 5/6 years in handling HR matters.
- Should be able to develop HR manual, policies, etc. in compliance to organizational policies, strategies and procedures.
- Required to understand the business issues and driving key human resource activities like manpower planning, recruitment, training, staffing, retention, compensation, employee benefit administration, employee relation, grievance management, counseling activities and performance management.
- Age not over 45 years.

### FAVP/AVP/VP (Branch Manager)

#### **Requirements:**

- Masters in any discipline having no 3rd class/division.
- 10-15 years of experience in overall banking in any reputed Commercial Bank with a minimum 3 years of experience as a Branch Manager.
- Should have good knowledge about branch management, business development/ product marketing with high commitment to customer service.
- Should have sound knowledge in general banking/credit operation/ foreign exchange operations/ trade finance/working capital finance/industrial finance and overall credit management with a pro-active approach.
- Ability to take challenge, achieve target and give all-out effort for ensuring excellence in banking.
- Should be self-motivated, ability to take risk and having good customer network.
- Should possess the knowledge & skill of preparing performance budget.
- Should have excellent communication, interpersonal, leadership ability to motivate others and work under pressure.
- Exposure to innovative banking practices and involvement in organizational development are essential.
- Should have sound track record of service delivery.
- Good communication skill both in English and Bengali.
- Age not over 45 years.

### **SEO/FAVP/AVP (Foreign Trade)**

#### **Requirements:**

- Master Degree in any discipline having no 3rd class/division. Candidates having MBA/MSS in Economics/Finance & Banking/Accounting/Management/Marketing will be given preference.
- Overall banking experience should be 5-7 years out of which 3 years as EO/SEO/FAVP for SEO/FAVP/AVP or in a similar post.
- Candidates must know the procedure of export L/C, handling of Back-to-Back L/C, checking export documents, issuance of acceptance, collection of export proceeds, settlement of BB L/C payment, handling cash incentive files and have the knowledge of different circulars related to export, Export Permit Order etc.
- Candidates must know the procedure of import L/C, checking of documents, lodgment & payment against import documents, reporting to Bangladesh Bank, and have the knowledge of different circulars related to import, Import Permit Order etc.
- Candidates must know the procedure of issuance of Foreign Demand Draft, Foreign Telegraphic Transfer, opening of student file, endorsement of passport, payment system of Foreign Demand Draft, Foreign Telegraphic Transfer, inward & outward remittance, opening of FC account etc.
- Should have adequate knowledge and experience in core banking and related field.
- Should be well conversant with core risk management.
- Must be a hardworking, self-starter and good team player.
- Should have significant skill as a foreign exchange with proactive attitude.
- Should have sound track record of service delivery.
- Should have good interpersonal skill & ability to work under pressure.
- Age not over 45 years.

### **SEO/FAVP/AVP (Credit)**

#### **Requirements:**

- Master Degree in any discipline having no 3rd class/division. Candidates having MBA/M.Com (Finance, Banking, Accounting and Marketing) background will be given preference.
- Overall banking experience should be 5-7 years out of which 3 years as EO/SEO/FAVP for SEO/FAVP/AVP or in a similar post.
- Candidates must know the procedure of selection of borrow.
- Must know the procedure of credit need assessment & working capital assessment.
- Must know the processing of loan application form.
- Must know the documentation formations.
- Must know the disbursement procedure.
- Must know the monitoring strategies of credits and be able to devise recovery policy as well as corporate level.
- Must know to handle the non-performing loan.
- Must know the credit Risk Grading System.
- Must have proven track record showing a growth path in the related field.
- Aware of core risk principles and having knowledge/experience in the related field.
- Exposure to innovative banking practices and organizational development.
- Must be a hardworking, disciplined, self-starter and good team player.

- Should have significant exposure as a market analyst with proactive attitude.
- Should have sound track record of service delivery.
- Should have good interpersonal skill & ability to work under pressure.
- Age not over 45 years.

### **FAVP/AVP (Legal Affairs Division)**

#### **Requirements:**

- Minimum 10-12 years of experience in any commercial bank in the related field out of which 3 years as SEO/FAVP or in a similar post.
- Should have sound knowledge of bank related laws & legal process.
- Should have practical knowledge of filing suit, manage the operational activities relating to suit, procedure of filing execution suit, obtaining legal documents from the court, knowledge regarding disposal of mortgage properties filing writ petition, vacation of writ petition and handling of banking matter.
- Should have good interpersonal skill & ability to work under pressure.
- Must have good academic background having no 3rd class/division.
- Must be a hardworking, disciplined, self-starter and good team player.
- Age not over 45 years.

#### **General Information:**

- Age, educational qualification and experience may be relaxed for extremely deserving candidates.
- Attractive & Competitive salary package will be offered.
- Candidates must have computer knowledge & skill.
- Management reserves the right to accept or reject any application for any post.

If you are the right person please apply with a cover letter including resume with two recent passport size color photographs to the Head of Human Resources Division, Head Office, Eunoos Trade Center (Level-22), 52-53 Dilkusha C/A, Dhaka-1000 within December 15, 2011. Please mention the name of the position on top of the envelope.