

General Operations

Officer

Responsibilities:

- Manage the cash deposit and withdrawal with local banks and other financial institutions
- Arrangement with the security company for the delivery of cash supply and collection with branches and stand-alone ATMs
- Examine, counting, packing and bundle the cash and prevent acceptance of any counterfeit notes
- System input and posting accounting entries in the system
- Perform duties and give assistance to General Operations Department and Cash Management Department

Requirements:

- Secondary school graduate with minimum 3 years experience in handling of cash in a bank
- High integrity and good sense of responsibility
- Good working attitude
- Ability to work under pressure
- Candidate with less experience would be considered as Senior Clerk