

## Job Opening

**Job Title:** Teller  
**Division:** Branch Network  
**Reports to:** Branch Manager – Durres Branch

**TIRANA BANK**, one of the leading banks in Albania, is currently seeking to hire a dynamic, proactive and motivated **Teller** to join Durres Branch.

### Essential Duties/Responsibilities:

- Acts in compliance with the procedures and regulations in force of the Bank and the Regulatory directives related to the cashier transactions.
- Performs cash and non-cash transactions rapidly, accurately and securely by ensuring a qualitative service towards the clients.
- Is responsible for the execution of the procedures, which are related to cash limits.
- Refers clients to respective relationship officers (retail or individuals) by identifying the need of the client.
- Responsible for reaching the individual target
- Covers the following transactions:
  1. Deposits
  2. Withdrawals
  3. Transfers from one account to another
  4. Utility Payments
  5. Payments to third parties

### Required education:

- Bachelor's Degree in Economics or Business related field.

### Required competencies / skills:

- Fluent knowledge of English language in written and spoken
- Very good knowledge of Microsoft Office programs
- Flexibility, team spirit and ability to work under pressure
- Excellent communication and negotiation skills
- Strong presentation skills

Please send your CV in English with a recent photo until **December 12<sup>th</sup>, 2018** to [hr@tiranabank.al](mailto:hr@tiranabank.al), by specifying the job position for which you are applying for. Please note that only applicants, who fulfil the above mentioned criteria, will be contacted.

*Your personal data, which are sent voluntarily as a response to this job vacancy announcement, are collected and processed, manually and/or electronically, by Tirana Bank SA, in order to evaluate your compatibility with this job vacancy, are accessed only by authorized persons of the Bank and will be stored until the finalization of the candidate selection process.*

*The subjects of personal data can exercise their rights as provided by Law No. 9887, dated on 10/03/2008 "For the Personal Data Protection", amended, at Tirana Bank SA, as well as at the Commissioner for the Right of Information and Protection of Personal Data.*

*Të dhënat tuaja personale, të cilat dergohen nga ju vullnetarisht si përgjigje ndaj kësaj shpallje për vend të lirë pune, mbliidhen dhe përpunohen, manualisht dhe/ose elektronikisht, nga Banka Tirana sha, me qëllim vlerësimin e përshtatshmërisë tuaj për t'u punësuar në këtë vend pune, aksesohen vetëm nga persona të autorizuar të Bankës dhe do të ruhen deri në përfundim të procesit të përzgjedhjes së kandidatit fitues.*

*Subjektet e të dhënave personale, mund të ushtrojnë të drejtat e tyre sipas ligjit nr. 9887 dt. 10/03/2008 "Për Mbrojtjen e të Dhënave Personale", i ndryshuar, pranë Bankës Tirana sha, si dhe pranë Komisionerit për të Drejtën e Informimit dhe Mbrojtjen e të Dhënave Personale.*