

Vacancy Announcement

TIRANA BANK, one of the leading banks in Albania and member of Balfin Group, is seeking to welcome a proactive candidate who enjoys dealing with customers to join **Shkodra Branch** in the following position:

Overall Job Definition

The Teller offers services to the customers for cash and non cash transactions, counts, checks and balances the cash in the branch in compliance to the rules and regulations in force.

Main Responsibilities:

- Acts in compliance with the procedures and regulations in force of the Bank and the Regulatory directives related to the cashier transactions.
- Knows and implements accurately all operational procedures related to his /her role;
- 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
 6. Exchange cash
 7. Cheques
 8. ATM transactions

Competencies / Skills:

- Holds a Bachelor Degree in Economy or other related field;
- Very good communication and negotiation skills;
- Ability to work under pressure and meet deadlines;
- Very good presentation skills;
- Very good knowledge of English language in written and spoken;
- Very good knowledge of Microsoft Office programs;

The interested candidates can send their CV until **November 09th, 2020** to the Human Resources Department e-mail address: recruitment.hr@tiranabank.al, by specifying the job position that is 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.