

JOB DESCRIPTION

TELLER

Position summary:

UNITED BANK OF ALBANIA (UBA) is seeking to employ a qualified, energetic and responsible candidate to work in one of its Branches in TIRANA, in the following position:

Job Tasks and Responsibilities:

- Effects deposit transactions, verifying the amount and proper account number. Records the transaction in system.
- Effects transactions of withdrawals in cash or cheques, pays out money after identification of the customer's identity, signature as well as customer's balance. Records the transaction in system
- Effects transactions of deposits or withdrawals as per instructions of Finance Department.
- Counts, checks and process banknotes in compliance with Bank of Albania Regulation and U.B.A. Internal Regulations.
- Informs with professionalism the customers about the U.B.A. products and explains the terms and conditions regarding the service on which the customer is focused on.
- Ensure the correctness of the transactions input in the system.
- Calculates and keeps commissions and charges in compliance with U.B.A. Terms and Conditions Price List.
- Collect all the required information for updating the client's data for each performed transaction and records them in the system.
- Calculates the commissions & close the accounts in compliance with customer written request.
- At the end of the working day close the cash and compares the totaled amounts by currency.
- Closes his/her position in System following the established procedures transferring the balance for each currency to the Head Teller.
- Responsible for comprehensive, prompt and efficient customer transactions.
- Takes care that the transactions input into the system are equal to the transactions in the documents (customer's deposits or withdrawal slips, Cheques, Internal deposits or withdrawals slips).
- Responsible for receiving of all the relevant documents from the customers.
- Responsible to comply with requirements of regulatory framework in force

Job requirements:

- University Degree (preferable in Economy).
- Be eager for further knowledge and experience through seminars or educational programs.
- Very good skills in written and verbal communication.
- Able to work independent, organized, careful attention to details, capable of taking over responsibility.
- Ability in team working.
- Organizational, analytical and problem solving skills.
- Very good knowledge of spoken & written English.
- Good knowledge of basic Microsoft Office programs.

The interested candidates should present the detailed Curriculum Vitae to the Human Resources Department, before September 17, 2022.

Only the candidates that meet the criteria will be contacted for the interview.