

## **JOB VACANCY**

### **BRANCH MANAGER – TIRANA BRANCHES**

#### **POSITION SUMMARY:**

The Branch Manager is responsible for the administration, efficient daily operations and provision of full services by the branch including: operations, lending, product sales, customer service and security & safety in accordance with Bank's objectives and rules & regulations in force.

#### **JOB TASKS AND RESPONSIBILITIES:**

1. Provides high-quality service in compliance with the established procedures of the Bank, by identifying, analyzing and handling the customer needs in a professional manner in order to convert them into sales;
2. Approach new business clients and informs them with professionalism about the lending, deposits collection and other banking products offered by U.B.A and explains the terms and conditions.
3. Develop the business of the branch in terms of deposits, financings, cards and other products.
4. Responsible for realization of the business targets.
5. Follow up the repayment of the financing portfolio, keeping contacts with the clients and trying to maintain a good quality portfolio.
6. Determines, for every customer the service package that would best suit the customer, focusing on the client's profile and responding to the daily problems.
7. Control the physical cash as per UBA internal procedure" Banking Operation"
8. Follows up the client request for preferential rates on deposits and get approval as per internal procedure.
9. Ensure all banking transactions are executed correctly and accurately and in accordance with internal policies and procedures and other governing bodies' rules.
10. Evaluates effectiveness of current policies and procedures;
11. Conducts performance evaluation for the staff under his/her supervision.
12. Supervises the Branch personnel, taking into consideration: honesty, objectivity and diligence in the performance of duties and responsibilities, punctuality, professional profile, efficiency, progress achievement, neat and tidy appearance, including formal dressing within working hours.

13. Collects all the required documents for customer's applications for the financings.
14. Analyze financing data and financial statements of the client to determine the degree of risk involved in extending financing and prepare the reports.
15. Generate financial ratios, using computer programs, to evaluate customers' financial status.
16. Performing other duties which derive from the internal regulations of the Bank and at instructions of the Retail Manager/Executive Director that is in charge of Business Group.

**GENERAL REQUIREMENTS:**

- University Degree in Economy (Finance preferred)
- More than four years' experience in similar position
- Knowledge on the business and banking market
- Excellent communication, negotiation and interpersonal skills to deal with customers
- Organizational, analytical and problem-solving skills
- Good command of spoken and written English
- Very good computer skills

*The interested candidates should present the detailed Curriculum Vitae to the Human Resources Department before February 21, 2023. Only the candidates that meet the criteria will be contacted for the interview*