



बैंक ऑफ़ बड़ौदा  
Bank of Baroda



## INVITING APPLICATION FROM ELIGIBLE CANDIDATES FOR THE POST OF OPERATION ASSISTANT LEVEL II.

Bank of Baroda, Sydney Branch, and Australia invites applications from eligible candidates for the post of Operation Assistant.

**About Bank of Baroda:** Bank of Baroda is one of the premier public sector Bank incorporated on July 20, 1908 in India. It is Government of India undertaking which holds majority of shareholding and is regulated by Reserve Bank of India. It offers Banking products and services to Individual, Commercial, Retail and Agriculture customer in India. It is a recognized Brand in Indian Banking Industries with strong domestic presence through more than 8200+ Branches with overseas business operations extending across 17 countries through 91+ Branches/Offices.

BOB Sydney is one of the overseas Branches of Bank of Baroda, India. (For more information visit [www.bankofbaroda.com](http://www.bankofbaroda.com) & [www.bankofbaroda.com.au](http://www.bankofbaroda.com.au) )

**Eligibility/ Skills:** For full time OA.

1. The candidate must be an Australian citizen or PR holder or with full work rights Visa.
2. The candidate should have Applicable academic and industry background, 1–3-year/s business/service experience. Preference will be given to experience of working with Bank/ financial institutions
3. He/ She must have a qualification of Bachelor degree or any other equivalent qualification from a recognised institution/University. Preference will be given to Master degree holder in Commerce, Business Administration or in similar stream.
4. Should have Good written and verbal communication abilities and requisite IT skills.
5. Good computer operating Skills, Advanced proficiency in Microsoft Word and Excel and effective organisational/ time management skills.
6. He/she should have marketing skill as well for marketing of Banking Products depending up on his/her role.
7. Should have proficiency in investments and market understanding.
8. Knowledge of preparation of Business Activity Statement (BAS) and tax related return will be an added advantage.

### Period of Appointment:

Appointment of operation assistant will be on a fixed term contract for a period of one year initially and is renewable as per the performance, subject to discretion of Bank.



**Indicative job description:**

- a. To generate credit proposal leads in Syndication Market.
- b. Processing of credit proposals as per Bank's Regulatory guidelines of both host and home country.
- c. To support head of credit in routine operations and other work.
- d. Preparation of routine reports/ statements related to general operations and Tax related work.
- e. Candidate may be assigned other officiating work also than credit as per requirement of the Business of the Branch.
- f. To execute any other work assigned by the management from time to time.

**Pay Band:**

Based on experience between AU\$ 55000 to AU\$ 60000 per annum Plus superannuation contribution as per prevalent law.

**Others:**

1. Those candidates who do not satisfy the eligibility criteria will not be considered.
2. Eligible short-listed candidates only will be called for interview
3. Last date of submission of application is 28<sup>th</sup> January 2025.
4. Application may be submitted along with your profile on following email id:
  - a) [ce.australia@bankofbaroda.com](mailto:ce.australia@bankofbaroda.com)
  - b) [vp.australia@bankofbaroda.com](mailto:vp.australia@bankofbaroda.com)

In case of any further clarification, please contact on telephone +61 2 9087 7406/7400 or email ([ce.australia@bankofbaroda.com](mailto:ce.australia@bankofbaroda.com)) and [vp.australia@bankofbaroda.com](mailto:vp.australia@bankofbaroda.com) .

**Shitesh Kumar**  
Chief Executive