

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

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

About Bank of Baroda:

Bank of Baroda is a leading Indian Bank having 8,200+ branches in India and significant presence with 95+ branches in 17 countries. Bank of Baroda commenced its operation in Sydney as a wholesale banking branch since November, 2012. (For more information visit www.bankofbaroda.com & www.bankofbaroda.com.au)

Eligibility/ Skills:

Bank of Baroda, Sydney Branch intends to appoint an operation assistant, as per the eligibility criteria mentioned below:

1. The candidate must be an Australian citizen or PR holder or with Permanent work rights.
2. The candidate should have 1–3-year/s experience of working with Bank/ financial institutions (preferably)
3. He/ She must have qualification- Graduation, preferably BCom/ MBA in finance / any other equivalent qualification from recognised institution/University will be preferred.
4. Should have Effective Communication Skills and requisite IT skills.
5. Good computer operating Skills, 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. Knowledge of preparation of Business Activity Statement (BAS) is 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 process routine daily operation transactions
- b. Preparation of routine reports/ statements
- c. Customer's service

- d. To support line manager in routine and other work.
- e. Marketing of banking products.
- f. Any other work assigned by the management from time to time

Salary: Based on experience between AU\$ 50000 to AU\$ 59999 per annum excluding superannuation.

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 20TH May 2022.
- 4. Application may be submitted along with your profile on following email id:
 - a) ce.australia@bankofbaroda.com
 - b) 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) and vp.australia@bankofbaroda.com .