



EMPLOYMENT OPPORTUNITY

NATIONAL SAVINGS AND CREDIT BANK

Applications are invited from suitably qualified Zambian citizens to fill the position of: **Bank Clerk- Kaputa (03)**

1. Purpose of the Job

The purpose of the job is to dispense, receive cash and related instruments and provide excellent customer service to our branch retail customers. The role reports into the Team Lead Branch Operations.

2. Responsibilities and Accountabilities

- Receive cash and cheque deposits from customers daily as per laid down procedure.
- Make payments against customers cash withdrawal instructions following the laid down procedure in the Operations Manual.
- Ensure that all cash deposits, cheque deposits and cash withdrawals are recorded in the appropriate registers.
- Ensure that your teller account is balancing with the general ledger daily.
- Attending to Customer queries.
- Posting Salaries.
- Offer consistent and quality general Banking services to all customers.

3. Qualifications & Experience

- Full grade 12 certificate
- Minimum of a Diploma/Bachelor's Degree in Banking & Finance or any other related field from a recognized and reputable University.
- Minimum of 2 years work experience in related field

4. Other requirements

- High levels of integrity
- Must be computer literate
- Excellent interpersonal and communication skills.
- Excellent numerical skills
- Pays attention to detail

If you feel you meet the above specifications, please send your application letter, certified copies of your qualifications and curriculum vitae with at least three traceable referees by **23rd March 2023** to.

The Branch Manager Kaputa
PO Box 490055

KAPUTA

OR email to jobs@natsave.co.zm