



WE ARE HIRING

BANKING OPERATIONS ASSISTANT

BANKING OPERATIONS BU

APPLY BY: 04/11/2025 | JOB SCHEDULE: Full time

EXCELLING OPPORTUNITIES

Embark on a journey with our Banking Operations Team to assist in managing transactions, customer requests related to banking operations and work towards continuous improvement of services and customer experience across the Bank.

We currently have an opportunity for a proactive and dynamic individual with a strong analytical mindset. If you wish to be part of our team, we invite you to explore the following job vacancy.

JOB DESCRIPTION

Your responsibility will be to process transactions and customer requests related to banking operations.

In this role you will:

- Record and process transactions of different nature covering payments, account opening, trade financing and credit facilities within set deadlines in accordance to procedures
- Respond to queries from customers and other stakeholders
- Create, organize, maintain and archive documents as per guidelines
- Provide operational support by performing a range of operations activities using existing systems and protocols.

To succeed, you will be required to demonstrate the following competencies:

- Planning and Organising
- Following Instructions and Procedures
- Delivering Results and Meeting Customer Expectations
- Analyzing

JOB REQUIREMENTS

- GCE A Level or Equivalent
- Between 13 months to 3 years of working experience

Benefits: Attractive remuneration and benefits will be offered to the right candidate.

Should this opportunity match your career aspirations, skills and competencies, you can email your application along with your CV, copy of National Identity Card, copies of certificates to: careers@mcbmaldives.com

The Management reserves the right not to appoint anyone following this advert.

APPLICATION OPEN FOR LOCALS ONLY

Success from
every point
of YOU!

