



VACANCY

Transactional Banking Administration Assistant - Gauteng - 3 month Fixed term contract

Applications for interested and suitably qualified candidates are invited in respect of the above vacancy.

CORE PURPOSE OF THE JOB

To assist the sales consultants in Gauteng with the administrative duties of on boarding business banking accounts and ensuring excellent customer services with new and existing clients, whilst adhering to the banks policies and procedures.

MAIN FUNCTIONS OF THE JOB

Administration

- Assists the Relationship consultant in servicing existing clients and onboarding new clients
- Completes application, completes documentation, activates debit card, Electronic Banking services as per client's request.
- Monitors and Drives progress of outstanding documentation.
- Checks and reports all transactional activity on Corporate and Business Accounts opened.
- Attends to client's Electronic Banking requests such as Statements, Banking letters etc.
- Manages and ensures that administrative functions are carried out efficiently.
- Prepares applications and documentation in terms of procedural guidelines and full compliance of the Banks requirements.
- Updating information on the Computer System as and when required.
- Prepares Welcome Packs for clients.
- Captures and updates information on IMAL for customer creation and maintenance
- Prints the completed application forms together with the terms of conditions and Electronic Banking Requirements.
- Attends to all administrative issues required in terms of the Banks policies for all approved deals.
- Provides the Relationship consultant with business activity schedules timeously.
- Assists in the completion of annual EDD requirements
- Assists with training and assisting clients with internet banking
- Assist in sourcing new business

QUALIFICATIONS

- Matric
- BCom Finance or Accounting Degree or related Degree or studying towards would be an advantage.

PREFERRED EXPERIENCE

- A minimum of 1- 2 years experience within the banking industry

KNOWLEDGE

- IMAL
- Docuware
- MS Office

NOTE

Al Baraka Bank is an Equal Opportunity Employer. Applicants from the previously disadvantaged groups and people with disabilities will be given preference.

Kindly forward your CV to suhinau@albaraka.co.za