

Teller

(Lao National - Based in Pakse City)



KEY RESPONSIBILITIES

- Receive cash for deposit and withdraw, verify amounts.
- Examine cash carefully to guard against acceptance of counterfeit bills.
- Cash check for customers after verifying identification and checking account balances in accordance with bank policy.
- Enter transactions into computer and issue customer receipts.
- Count cash balance at the beginning of shift and balance cash and check against computer records at end of shift.
- Observe suspicious behavior and report any such activity to Chief Teller, Line Manager and Compliance respectively.
- Standby as a customer service person during lunches and short breaks and can perform simple services such as advising customers in opening accounts, accessing safety deposit boxes, and explaining ATM operations.

KEY REQUIREMENTS

- Bachelor's Degree in Banking, Finance, Accounting, Business Administration, or related fields.
- Good mathematical aptitude to facilitate daily balancing and simple foreign exchange operations.
- Ability to enter numerical data on computer with speed and accuracy.
- Pleasant manner in dealing with bank customers. Integrity and diligence are essential.
- Ability to work in a diverse team environment.
- Good interpersonal communication, customer service and time management skills.
- Ability to communicate in English (written and spoken).

STAFF BENEFITS

- Training and Development Opportunities
- Attractive Salary
- Annual Salary Review and Bonus
- Monthly Food Allowance
- Employee Health Insurance on top of Social Security Benefit
- Staff Loan Benefit at Low Interest Rate
- Personal Cash Advance upto 20% of your annual gross salary
- Foreign currencies exchange upto 100% of your annual gross salary
- Quarterly Budget for Team Building/Social Gathering

Apply now via email: recruitment@bfl.la
Closing date for applications is 7 April 2025.