



City Bank PLC

### Officer/Senior Officer, Logistics, Card Operations

Application Deadline : 27 Apr 2026

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<b>Summary</b>		
Vacancy: --	Age: <b>At least 25 years</b>	Location: <b>Dhaka</b>
Salary: <b>Negotiable</b>	Experience: <b>At least 3 years</b>	Published: <b>20 Apr 2026</b>

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#### Requirements

##### Education

- Bachelor/Honors

##### Experience

- At least 3 years
- The applicants should have experience in the following business area(s): Banks

##### Additional Requirements

- Age At least 25 years
- Minimum 2 years' working experience in Card Operations is preferred.
- Multi-tasking ability
- Ability to handle complex situation
- Good Interpersonal skills

#### Responsibilities & Context

Primary responsibility of the role is to ensure timely & accurate execution of daily dispatch of Cards/vouchers/PIN/card cheque/statement to the customers, to meet query of branches and other stakeholders and maintain SLA as per bank's policy. . Ensure strict compliance with policy, procedure, laws, rules, regulations, guideline and SOP.

- Execute timely and smooth dispatch and delivery of Cards/vouchers/PIN/card cheque/statement to the customers.
- Ensure timely delivery of dispatched items by courier companies.
- Maintain Return items records and receive those and execute resend the same as per process.
- Execute urgent delivery and maintain record.
- Execute upload data in respective application for tracking of various dispatched items.
- Maintain data accurately and provide to respective Officers for preparation & submission of reports to concern units timely.
- Communications with relevant source related to delivery of Cards/vouchers/PIN/card cheque/statement etc.
- Prepare data for destruction of Cards/vouchers/PIN/card cheque as per policy.
- Ensure that Custodianship role are performed without any deviation and as per bank's policy.
- Execute preservation of hard copy and registers of all dispatched/returned items.
- Maintain data for processing of vendor/courier's bills.
- Participate in UAT before launching of new products/applications.
- Execute daily tasks to maintain zero audit observations.

#### Workplace

Work at office

#### Employment Status

Full Time

#### Job Location

Dhaka

**Company Information** [+ Follow](#)

City Bank PLC

**Address:**  
City Bank Center, 28, Gulshan Avenue, Gulshan 1, Dhaka 1212