

Woori Bank, the First Commercial Bank of Korea incorporated in 1899, head Quarter located in Seoul, South Korea, operating 877 Branches in Korea and 430 Global Networks in 26 Countries with 22,377 employees.

Being one of the largest commercial bank of Korea, Woori Bank started its operation in Bangladesh in 1996. During last 30 years in Bangladesh, the Bank expanded its network with 07 Branches (Gulshan, Mirpur, Uttara, Narayanganj, Chittagong, Motijheel and Karwan Bazar) and 02 Customer Service Centre in DEPZ, Savar & CEPZ, Chattogram. The Bank also diversified its portfolio in both Retail and Corporate Banking services to its customer with premium service quality. As part of its Business expansion, Woori Bank is looking for highly deserved candidates for the following position:

**Position :** Officer / Senior Officer

**Department :** Trade Finance

**Type of Employment :** Permanent

**Job Location :** Anywhere in Bangladesh

### Job Responsibilities

- Foreign export document negotiation and local export discounting.
- Monitoring overdue export collection and accepted bills (collection) & weekly report to management.
- Processing of cash incentive file.
- L/C advising, Import LC and amendment Bangladesh Bank Online Reporting daily basis.
- Settlement of export proceed through Bangladesh Bank and inter-branch.
- Document update related to export.
- Maintenance of Stamping Foreign Bill, issuance of Short shipment & other certificate.
- Collecting payment instruction from customer.
- Import documents receive and check.
- Endorsement of import documents for release to the customer.

### Educational Qualification & Other Competencies

- Master's / Bachelor's Degree preferably in Business discipline from any reputed Public/Private/Foreign University with good academic record of accomplishment.
- Minimum 03 years of experience in Trade Finance activities of a Bank.
- Proficiency in MS Office, Excel & Power-Point.
- Excellent presentation and communication skills in both English and Bengali.

**Salary:** Negotiable

**Allowances & Benefits:** Different allowances and benefits as per Bank's rules.

**Note:** Detail information must be ensured by the applicant on:

(1) Present Position (2) Job Details (3) Present Salary (4) Expected Salary (5) Educational Information (6) Marital Status (7) Present and Permanent address (8) Age as of 31 December 2026 (9) 02 References etc.

### Application Procedure:

Apply Online

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**Application Deadline: 26 January, 2026**

**SAY NO TO MONEY LAUNDERING & TERRORIST FINANCING. SAVE COUNTRY & SAVE YOURSELF!**