

Tomorrow's LEADER



MANAGEMENT TRAINEE

Get The Start You Need To Grow The Career You Want

Bengal Commercial Bank PLC, a 5th Generation Private Commercial Bank started operation in 2021, invites applications from qualified and competent graduates for the position of Management Trainee Officer (MTO).

The MTO Programme is designed to develop future banking professionals through structured training and rotational exposure across core banking functions, enhancing professional competence, leadership capability, customer focus, and sustainable growth. Ethical and high-potential graduates are encouraged to apply for a long-term career with Bengal Commercial Bank PLC.

Who We're Looking For:

- ▶ 4 years Graduation/ Post-Graduation degree from a recognized national (UGC-Approved) and international university with a minimum CGPA 3.00/4.00 and GPA 4.00/5.00 in both SSC/HSC, or equivalent results in O/A Levels.
- ▶ Demonstrated leadership capabilities with a growth mindset.
- ▶ Excellent communication and interpersonal skills.
- ▶ Effective writing and verbal communication skills in both Bangla and English.
- ▶ Excellent computer literacy especially in MS Office platforms.

What Else You'll Need:

- ▶ Age not exceeding 32 (thirty-two) years as on June 24, 2026.
- ▶ Ready to work anywhere in Bangladesh.
- ▶ Finally selected candidates shall have to sign a Surety Bond to serve the Bank for a minimum period of 03 (three) years from the date of joining.

What We Offer & Where You Can Go:

- ▶ MTO Development Program will give broad business, technical and product knowledge through fast-paced, interactive and ongoing training.
- ▶ Furthermore, trainees shall be getting opportunities to learn from, exceptionally talented colleagues in a friendly, supportive culture where people are open-minded and approachable.
- ▶ MTO will receive a consolidated monthly remuneration of BDT 60,000/- during the probation period and, upon satisfactory completion of one (1) year, will be confirmed as Senior Officer with a gross monthly salary of BDT 75,000/- with admissible benefits.

Our Selection Journey:

- ▶ Only short-listed candidates will be communicated.
- ▶ Eligible candidates will first appear in a competitive Written Exam; qualifier in the Written Exam will be required to undergo the subsequent stages of the selection process.

Steps to Apply:

- ▶ Eligible and interested candidates are invited to apply online on or before June 24, 2026 through career@bgcb.com.bd
- ▶ Only published academic results are acceptable.
- ▶ Incomplete application will not be considered for selection process.
- ▶ Misrepresentations of any information will disqualify the candidature.

[Apply Online](#)

Bengal Commercial Bank PLC. promotes Equal Employment Opportunity, any sort of persuasion will result in disqualification. Bengal Commercial Bank PLC reserves the right to accept or reject any application without assigning any reason whatsoever.



BENGAL COMMERCIAL BANK

i n s p i r i n g g r o w t h



Matching Percentage

PRO

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Bengal Commercial Bank PLC

Branch Operations Manager (Executive Officer to Senior Executive Officer)

Application Deadline : 11 Jun 2026

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Summary

Vacancy: --
Salary: Negotiable

Age: At most 50 years
Experience: At least 6 years

Location: Anywhere in Bangladesh
Published: 13 May 2026

Applicants are encouraged to submit **Video CV**.

PRO Application Insights

View

Requirements

Education

- Bachelor/Honors
- Minimum graduation from any reputed university with no Third Division/Class

Experience

- At least 6 years

Additional Requirements

- Age At most 50 years
- Minimum 6 years of experience in reputed banks preferably 2 years' experience in similar role
- Solution oriented and able to work effectively in a fast-paced environment and contribute ideas
- Experience of working in a centralized process and real time on-line banking environment is preferable
- Strong knowledge of Branch Operations, Regulatory Requirements, General Banking, Lending Operations & Credit Management, is required
- Excellent interpersonal and communication skills
- Sufficient skills to operate Microsoft Office Applications/ banking software

Responsibilities & Context

Job Context:

Position will be offered to the deserving candidates on the basis of experience and competence.

Key Responsibilities:

- Ensuring compliance and control of overall branch operational activities with bank's internal policies, regulatory laws and standard procedures.
- Authorizing financial and non-financial transactions by ensuring proper verification of source and support documents.
- Coordination with relevant department related to Branch Operation and ensuring Service Level Agreement.
- Preparing all internal and external reports ensuring accuracy and timely submission to regulatory authority, Head Office and internal stakeholders as per requirement.
- Acting the role of coordinator during branch audit.
- Ensure high quality customer services through team of Customer Service Officers/ Relationship Officers & ensure business targets and met.
- Continuously identifying areas of improvement and initiate action wherein necessary.
- Regular checking in the unit for updating DCFCL & other compliance activities.
- Ensure all business transactions are in compliance with internal policies and procedures as well as external regulatory requirements;
- To ensure compliance with existing AML policies of the bank & local directives to prevent Money Laundering.

Skills & Expertise

Suggested by **bdjobs**

- Banks & Financial
- Branch Management
- Branch Operation
- Credit Management
- Reporting and Documentation
- Risk Management

Compensation & Other Benefits

Bengal Commercial Bank PLC. offers excellent compensation & benefit packages

Workplace

Work at office

Employment Status

Full Time

Job Location

Anywhere in Bangladesh

Job Highlights

Bengal Commercial Bank PLC. promotes Equal Employment Opportunity. Only short-listed candidates will be communicated and any sort of persuasion will result in disqualification.

Company Information

Bengal Commercial Bank PLC

Address:

Khandker Tower (6th Floor), 94, Gulshan Avenue, Gulshan, Dhaka-1212

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