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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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