



City Bank PLC

Temporary / Assistant Officer (Contractual / Full Time), Liability Sales - Retail & Small Business

Application Deadline : 20 Jun 2026



Matching Percentage

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Low

Medium

High

PRO

Vacancy: --

Age: At least 22 years

Location: Anywhere in Bangladesh

Published: 08 Jun 2026

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

PRO

Application Insights

View

Requirements

Education

- Bachelor/Honors

Additional Requirements

- Age At least 22 years

Responsibilities & Context

- Stationed in Office but the nature of this job is completely Field Based.
- Achieve individual Deposit & other target on Deposit products & others on daily, weekly & monthly basis
- Collect and complete applications with all required documents on daily basis from prospective clients
- Prepare call report on daily, weekly & monthly basis and submit to Sales Team Manager regularly
- Ensure proper filling up of application forms by clients
- Ensure collection of all documents from the respective clients only and also concerned regarding the authentication of those documents
- Ensure proper service provided to each and every customers as per bank policy

Skills & Expertise

Other Relevant Skills

- Client Relationship
- Field Sales
- Sales Reporting
- Target Achievement

Workplace

Work at office

Employment Status

Full Time

Job Location

Anywhere in Bangladesh

Company Information

City Bank PLC

Address:

City Bank Center, 28, Gulshan Avenue, Gulshan 1, Dhaka 1212

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