

Prime Bank PLC.

Intern

Application Deadline : 30 Apr 2026

Summary

Vacancy: --

Location: Anywhere in Bangladesh

Published: 31 Mar 2026

Requirements

Education

- Bachelor/Honors
- Fresh graduates or final-year students from recognized universities with CGPA of 3.00 on a 4.0 scale (or equivalent) from a recognized university.

Additional Requirements

- Candidates with mandatory internship requirements as part of their academic program are encouraged to apply
- No prior work experience is required
- Strong communication and interpersonal skills
- Basic proficiency in MS Office applications
- Willingness to learn and adapt in a professional environment

Responsibilities & Context

Prime Bank PLC. is one of the leading private commercial banks of the country and proud recipient of numerous local and international awards for published accounts & reports, operational excellence, and industry leadership. We are inviting applications from enthusiastic and motivated individuals for Internship Program. This program is designed to provide hands-on experience in the banking sector for fresh graduates and students with academic internship requirements.

Duration: 3 months

Location: Head Office / Branches / Divisions across Bangladesh (placement will be based on business requirements)

Key Responsibilities:

- Assist in day-to-day operational and administrative tasks
- Support documentation, reporting, and data entry activities
- Provide customer service support where applicable
- Coordinate with different teams to complete assigned tasks
- Perform any other tasks as assigned by the supervisor

Skills & Expertise

Suggested by **bdjobs**

Customer Service

Data Entry

Process Implementation

Record Keeping

Compensation & Other Benefits

- Monthly allowance (as per bank policy)
- Hands-on experience in a professional banking environment
- Certificate of completion upon successful internship
- Potential consideration for future employment opportunities (subject to performance and vacancy)

Workplace

Work at office

Employment Status

Full Time

Job Location

Anywhere in Bangladesh

Read Before Apply

Interested and eligible candidates can apply through bdjobs.com

N.B: The Bank reserves the right to accept or reject any application without assigning any reason. Prime Bank is an Equal Employment Opportunity employer. Any kind of persuasion in the recruitment process will lead to disqualification of the candidate.

Company Information

Prime Bank PLC.

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Address:

Head Office, Simpletree Anarkoli, 89 Gulshan Avenue, Gulshan 2, Dhaka

Website:

<https://www.primebank.com.bd/>

Business:

Prime Bank PLC. is a top-tier second generation local commercial bank in Bangladesh established in 1995. Headquartered in the heart of Dhaka's bustling financial hub Gulshan Avenue, the Bank's operational footprint is spread all over the country with 148 branches.

Prime Bank PLC.

Assistant Manager/ Manager, Trade Sales & FI Business Development, Financial Institutions.

Application Deadline : **29 Apr 2026**

Summary

Vacancy: --

Location: **Anywhere in Bangladesh**

Salary: **Negotiable**

Experience: **5 to 7 years**

Published: **15 Apr 2026**

Requirements

Education

- Graduation/post-graduation in any discipline from a reputed/UGC approved local or foreign university

Experience

- 5 to 7 years
- The applicants should have experience in the following business area(s): Banks

Additional Requirements

Experience

- Minimum 5-7 years in banking with focus on: Trade finance operations and sales
- LC advising and confirmation procedures
- UPAS financing and refinancing
- Relationship management with bank trade teams

Functional/Technical Skills

- Foreign Trade Rules & Regulations - Deep understanding of UCP 600, ISBP, INCOTERMS, and local trade regulations
- LC Advising Procedures - End-to-end knowledge of LC advising, confirmation, amendment, and settlement processes
- UPAS Financing / Refinancing - Understanding of UPAS structure, pricing, and operational.
- MS Office Suite - Proficiency in MS Word, Excel, and PowerPoint for reporting and presentations
- Trade Products Knowledge - Familiarity with Trade Loans, Bill discounting, and related products

Responsibilities & Context

Prime Bank PLC. is one of the leading private commercial banks of the country and proud recipient of numerous local and international awards for published accounts & reports, operational excellence, and industry leadership. We are looking for qualified and experienced candidates for the position of **Assistant Manager/ Manager, Trade Sales & FI Business Development, Financial Institutions.**

Key Responsibilities:

- Explore Financial Institution (FI) business opportunities through proactive business development efforts with local commercial banks and financial institutions.
- Initiate extensive marketing operations targeting trade processing units and branches of all local banks.
- Generate LC Advising, LC Confirmation, UPAS (Usance Payable at Sight) Financing, and Trade Loans business specifically for the bank's Hong Kong subsidiary.
- Achieve monthly/quarterly sales targets for trade products and services.
- Serve as the primary point of contact for trade partners, ensuring smooth communication and transaction flow.
- Nurture long-term partnerships to ensure recurring business and referrals.
- Coordinate with internal and external stakeholders to ensure smooth execution of LC advising, confirmation, and financing transactions.
- Troubleshoot operational issues related to trade processing and documentation.
- Ensure compliance with all relevant trade rules, regulations, and bank policies.
- Stay updated on market trends, competitor activities, and regulatory changes affecting trade finance.
- Provide regular reports to the Head of FI on business development activities, pipeline status, and market insights.
- Identify new opportunities for trade product penetration and revenue generation.
- Work closely with the outgoing incumbent to learn and accommodate desk-related responsibilities prior to his departure in November 2026.
- Ensure seamless transition of relationships, processes, and institutional knowledge.

Skills & Expertise

Suggested by **bdjobs**

Communication

Customer Acquisition

General Banking

Employment Status

Full Time

Job Location

Anywhere in Bangladesh

Read Before Apply

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Prime Bank PLC.

Manager/Sr. Manager - International Relations & FI Partnerships, Financial Institutions.

Application Deadline : **29 Apr 2026**

Summary

Vacancy: --

Location: **Anywhere in Bangladesh**

Experience: **At least 8 years**

Published: **15 Apr 2026**

Requirements

Education

- Graduation/post-graduation in any discipline from a reputed/UGC approved local or foreign university
- Preferred: MBA or Master`s in Finance, International Business, or Economics

Experience

- At least 8 years
- The applicants should have experience in the following business area(s): Banks

Additional Requirements

Experience

- Minimum 8 years of experience in banking, with exposure to:Foreign exchange and trade operations
- Correspondent banking or international division
- Relationship management with corporate/institutional clients

Professional Certification (Preferred):

- Certificate for Specialists in Demand Guarantees (CSDG)
- Certified Trade Finance Professional (CTFP)
- Diploma in International Trade / Forex Management

Functional/Technical Skills

- Foreign Exchange Expertise - Deep understanding of forex markets, cross-border payments, and trade finance instruments (LC, BG, etc.).
- Correspondent Banking - Knowledge of Nostro/Vostro accounts, SWIFT messaging, and international banking regulations (FATF, AML/KYC)
- Relationship Management - Proven ability to manage senior-level relationships with banks, corporations, and government bodies.
- Operations Management - Experience in back-office operations, transaction processing, and service delivery

Responsibilities & Context

Prime Bank PLC. is one of the leading private commercial banks of the country and proud recipient of numerous local and international awards for published accounts & reports, operational excellence, and industry leadership. We are looking for qualified and experienced candidates for the position of Manager/Sr. Manager - International Relations & FI Partnerships, Financial Institutions.

Key Responsibilities:

- Manage and nurture correspondent relationships with banks and financial institutions globally.
- Ensure smooth execution of cross-border transactions, foreign exchange dealings, and trade finance operations with international partners.
- Negotiate and maintain account terms, fees, and service level agreements (SLAs) with correspondent banks.
- Monitor and mitigate risks associated with cross-border transactions and compliance with international banking regulations.
- Maintain strategic relationships with local consulting firms, corporate offices, and multinational corporations (MNCs) engaged in development projects in Bangladesh.
- Identify and onboard new institutional clients for banking services, including project financing, escrow services, and fund management.
- Collaborate with MNCs and development partners (e.g., World Bank, ADB, UN agencies) to facilitate fund flows and banking support for their initiatives.
- Maintain liaison with government ministries, regulatory bodies (Bangladesh Bank), and other concerned stakeholders.
- Ensure compliance with local and international regulations governing cross-border banking and financial transactions.
- Represent the bank in meetings with government authorities, industry bodies, and diplomatic missions.
- Manage foreign exchange exposures and provide advisory support to internal teams on currency risks and hedging strategies.
- Support the Head of FI in developing strategies to expand the bank`s global footprint and correspondent network.
- Prepare reports, presentations, and analysis for management on international banking trends, partner performance, and business opportunities.

Skills & Expertise

Suggested by **bdjobs**

Client Relationships

Communication

General Banking

Employment Status

Full Time

Job Location

Anywhere in Bangladesh

Read Before Apply

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Prime Bank PLC.

Trainee Officer

Application Deadline : **30 Apr 2026**

Summary

Vacancy: --

Age: At most 32 years

Location: **Anywhere in Bangladesh**

Published: **02 Apr 2026**

Requirements

Education

- Bachelor/Honors
- Minimum Bachelor's degree CGPA of 2.5 on a 4.0 scale (or equivalent) from a recognized university in any discipline (Business, Finance, Economics, or related fields will be given preference)

Additional Requirements

- Age At most 32 years
- Fresh graduates are encouraged to apply
- Excellent communication and interpersonal skills
- Proficiency in MS Office applications
- Willingness to work anywhere in Bangladesh

Responsibilities & Context

Key responsibilities will be assigned in accordance with the requirements of the respective hiring division.

Functional Designation: Trainee Officer.

Job Grade: TA(FO)/ SRS-1

Skills & Expertise

Suggested by **bdjobs**

Accounting

Banks & Financial

Training & Development

Compensation & Other Benefits

- Provident fund, Performance bonus, Insurance, Gratuity
- Festival Bonus: 2
- Boishakhi Bonus
- Other benefits as per Bank Policy

Workplace

Work at office

Employment Status

Full Time

Job Location

Anywhere in Bangladesh

Job Highlights

Prime Bank PLC. is a leading private commercial bank, recognized for excellence, transparency, and leadership. We are looking for qualified, motivated, and dynamic candidates for the position of **Trainee Officer**.

Read Before Apply

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